MINIMUM DATA SPECIFICATIONS

CHILDREN'S AID SOCIETIES

AND

FAMILY AND CHILDREN'S SERVICES AGENCIES

Ministry of Community and Social Services,
Management Information Systems Branch
and
The Ontario Association of Children's Aid Societies

Consultant to Project:
J.B. Langstaff & Associates Limited
March, 1983

d:428/E

TABLE OF CONTENTS

	TOPIC	PAGE
1.	Introduction	1
2.	Case Management Module	12
3.	Time Reporting Module	84
4.	Financial Module	105
5.	Appendix	173

1. INTRODUCTION

1.1 Background

During the past few years, several Children's Aid Societies have implemented computer systems to aid in support of their management and information needs. The level of computerization and the data elements and definitions captured by these systems varies greatly from society to society. These differences are partly due to:

(1) Legislative changes
(2) Preferences of individual agencies
(3) Changes in Ministry and other reporting requirements.

Changes such as The Child Advocacy Information System and the Service Plan approach to funding displayed the fact that service data being captured was not in an easily manipulatable format. This problem was evident in both computerized and manually run agencies.

This document is the test against which current agency systems should be tested and future agency requirements selected.

1.2 Purpose

This paper, which is a joint effort between the Ministry of Community and Social Services and the Ontario Association of Children's Aid Societies, is an attempt to provide:

(1) Reporting and recording requirements for which the C.A.S. is responsible.
(2) Specifications about how the system would function to serve both the internal needs of the Society and the Ministry information needs.

(3) A list of standard data elements that should be maintained by all C.A.S.'s.

(4) A schedule of retention periods for all data elements.

The report is organized so each Society can decide which areas (if any) they intend to computerize and the sections can be implemented in whatever order best suits them.

The information supplied in this report is meant to cover the basic internal needs of an agency and all reporting requirements (Ministry, municipality, board of directors). It is not meant to limit the possibilities for expansion. EACH AGENCY SHOULD STRIVE TO DEVELOP A SYSTEM THAT MEETS THEIR INDIVIDUAL NEEDS. For example, some agencies may stress abuse or foster care programs and may therefore want to have more detailed information and regular reports about these programs. Some municipalities or Boards of Directors may request more detailed monthly reporting in any of the three areas.

These types of needs can be accommodated by the system.

1.3 What This Paper Does Not Cover

It may also be worth stating here, what this paper is not intended to do:

1) These Minimum Data Specifications are not meant to be the definitive set of reporting and recording requirements, but rather a base at which to start. As legislation, policy or operating procedures change, so will the Minimum Data Specifications.

2) The Minimum Data Specifications is not a policy paper. It is not meant to dictate the internal operation of Children's Aid Societies nor does it expect to cover all possible information requests from every branch of the Ministry.

3) This paper does not take into account any localized projects that may be undertaken by the agency, Area office or Regional office and that may require collection of specific information on a one-time or on-going basis. Area and Regional offices maintain the option of collecting information from the agencies on an ad hoc basis.

4) The Minimum Data Specifications does not include a method for processing and distributing information throughout the agency or to outside institutions, such as the Ministry, municipalities, universities, etc.

1.4 The Approach

The Minimum Data Specifications report is divided into three major sections:

(1) Case Management Module
(2) Time Reporting Module
(3) Financial Module

Case Management can be further broken down into three areas:

(a) Child Care
(b) Family Services
(c) Resources

1.5 Other Essential Considerations

This document, together with "Managers' Guide on Information Systems Development," will provide a basis for hardware and software selection by the agency.
Before this step can be achieved, certain functions must be completed at an agency level:

(1) The volume of records to be processed must be determined for each file (child, family, resource, employee,

accounts payable, accounts receivable, budget, general ledger). This count would include both active and inactive records that would be maintained on the file.

(2) How often files are to be updated should be considered. For example, some agencies may want daily turnaround while others may want their files updated on a weekly or monthly basis.

(3) Any internal reports or data elements required by an agency that are not mentioned in the specifications must be developed. The network of internal input and output reports should be in place before any systems development is commenced.

(4) Determine which modules of the system are to be implemented (i.e. the financial package may be needed but not an internal time reporting system). Next, determine in what order the chosen modules will be implemented (i.e. accounts payable may be more of a priority than child care data).

(5) Most importantly, determine the benefits that can be derived from a computerized system. This exercise may even prove that a computer system is not justified and that an efficient manual system is all that is needed. A value should be placed on "intangibles" such as increased case worker efficiency and faster information flow. The total dollar value of the benefits should give a rough estimate of the maximum operating costs that should be considered.

A computerized system may prove to be a valuable tool in supplying the agency with information needed to provide services to the community and in reducing the burden of reporting. To perform at its maximum efficiency, other necessary functions must also occur:

(1) An internal method for information flow must be

established so changes are duly recorded and files updated in a timely manner.

(2) Training should be conducted for all staff members to heighten their understanding of the system's functions, how it relates to their responsibilities and what job related benefits can be derived from such a system.

During the course of this study, certain concerns were made known by some of those interviewed that should be included for consideration by both the Ministry and agencies. Although some of these problems could be familiar to all concerned, this may be the appropriate place to mention them so they will be kept in mind during the design of each computer system.

(1) Definitional Problems
During the preliminary visits to the C.A.S., it was found there were some terms for which there were no standard definitions. In conjunction with the final version of the Minimum Data Specifications, a set of definitions is being issued as the Ministry standard, to be used for reporting purposes.

(2) Standardization of Categories
The choice of categories used for some data elements differs between agencies. To name just a few, they included, race and referral source. In this case, the data definitions in this report include those categories required for reporting purposes. Agencies are free to use whatever categories are meaningful internally as long as they can be aggregated into the recommended categories for reporting purposes.

(3) Unique Local Projects

During visits to the Area and Regional offices, projects were discovered that were being conducted specifically in that area. For example, one Area office had a financial planning system that required more detailed financial data from the Children's Aid Societies. Also, a Regional office was planning a system to compare actual placements of children versus the optimum placement. Both these systems may require more data elements than those specified in the Minimum Data Specifications.

1.6 Future Requirements

1.6.1 Changes in Legislation

Impending legislation was reviewed with respect to its effect on the Minimum Data Specifications. Those pieces of legislation include:

The Children's Act (including The Young Offenders Act)
Secure Services
Confidentiality of Information

The Young Offenders Act is not expected to come into effect until October, 1983 and the others are still in a consultation stage. For this reason, it is difficult to state definitely what effects these pieces of legislation may have on Children's Aid Societies. The major impact of the new legislation appears to be more in the area of agency operation than with the actual data collected by the agency.

The more important changes worth noting are:

(1) Under The Young Offenders Act, training school wardship will no longer exist. Agencies who held the wardship of a young offender prior to the offence may have to resume

care of the child when his sentence expires.

Children under twelve years of age, charged with an offence would come into the care of the Children's Aid Society rather than being placed on probation under the Juvenile Delinquents Act. This may bring an additional 400 youth province-wide to the Children's Aid Societies requiring varying degrees of supervision.

The increase in caseload may be offset by the deletion of the disposition to commit to C.A.S. care under the Juvenile Delinquents Act.

The only obvious change to the type of data being collected by an agency seems to be the level of supervision and level of custody (i.e. open, secure, etc.).

(2) The purpose of The Children's Act is to provide a single act that reforms and consolidates all existing legislation dealing with children (refer to The Children's Act, page 9 for a list of the legislation to be replaced). As stated in the consultation paper: "A child should have access to almost all service, irrespective of the way he has come to the attention of the system and that service should be individually tailored to meet his needs" and "to achieve the goal of enhancing, supporting and supplementing the family rather than providing alternative care, requires a shift of resources from residential care to prevention and family support programs". Perhaps more community related and non-residential types of data will need to be collected to further the purpose of this act, but at this time no specific examples can be given.

(3) The Secure Services Act is still in the drafting process. It is believed there will be a very minor impact on the C.A.S.'s because of Secure Services. There will now be varying levels of secure facilities available to the

agencies in addition to the types of facilities now at their disposal. The use of these secure facilities by the C.A.S.'s will be influenced by the changes that evolve from The Young Offenders Act.

(4) The basis of the Confidentiality of Information paper is "the right of the individual to privacy is superceded only where the need of the individual or of society for protection is greater". Agencies will be required to document the justification for the system, in general, including:

a) responsibility for the management of the agency's information must be clearly assigned,

b) the purpose for gathering the information must be documented beforehand,

c) the information to be collected must be the least required to serve the purpose,

d) benefits of data collection must correspond with the costs incurred,

e) both the purpose and procedures for collecting information must be periodically reviewed to ensure their continued validity.

Information is divided into three types:

1) confidential personal information - information that contains the individual's name or that the individual's identity is readily ascertainable from that information.

2) limited personal information - the individual's identity is easily ascertainable but is limited to facts regarding the individual's status and contains no clinical judgement or conjecture.

3) impersonal information - data that does not provide any means of identifying those persons.

Whenever possible, a unique coding system should be used for identification purposes in place of the identifying information.

1.6.2 Ministry Financial Information System

Currently, in the initial development stage, is a Ministry-wide Financial Information System. Some data requirements have been specified regarding Children's Aid Societies but final reporting formats have not yet been established. The main users of the FIS system have stated that all their information needs can be taken from the existing systems such as the Quarterly Report, Service Plans and Monthly Financial Statements.

It does not seem that FIS requires any new data elements.

1.6.3 Inter-relationship of Modules

Each segment of the Minimum Data Specifications, Case Management, Time Reporting and Financial, is part of an integrated information system that interacts at various levels. Special care should be taken when designing the system to avoid storing a single data element in more than one module. The design should also take into account the way in which the system will be phased in, realizing that some information may not be available in the early stages because it is to be stored in a module that will not be implemented until a later date. When all modules of the system are implemented, the examples below describe the kind of functions that can be automatically produced by the system:

(1) Boarding Home Payments

Using the resource file of the Case Management

module and the chart of accounts source file, boarding home payments can be calculated and the corresponding accounts payable file updated for each foster home. The admission date (or first of the month if child was already in care of that foster home) and discharge date (or month-end if child is still in residence there) for each child is read from the child file and the amount of payment calculated by determining the number of days to be paid and the board rate to be applied, as shown below.

number of days = discharge date (or month-end date) - admit date (or month start date)

payment amount = number of days x board (or special) rate
+ clothing rate
+ spending rate
+ other rates

Cheques and a cheque register can then be produced via the system.

(2) Statistics

Certain statistics, such as days care and number of children in care are required for reporting on the annual Service Plan. Statistics relating to children is calculated from data in the Case Management module of the system. Once the Case Management and Financial modules are operational, all necessary statistics can be produced by the system.

(3) Payroll

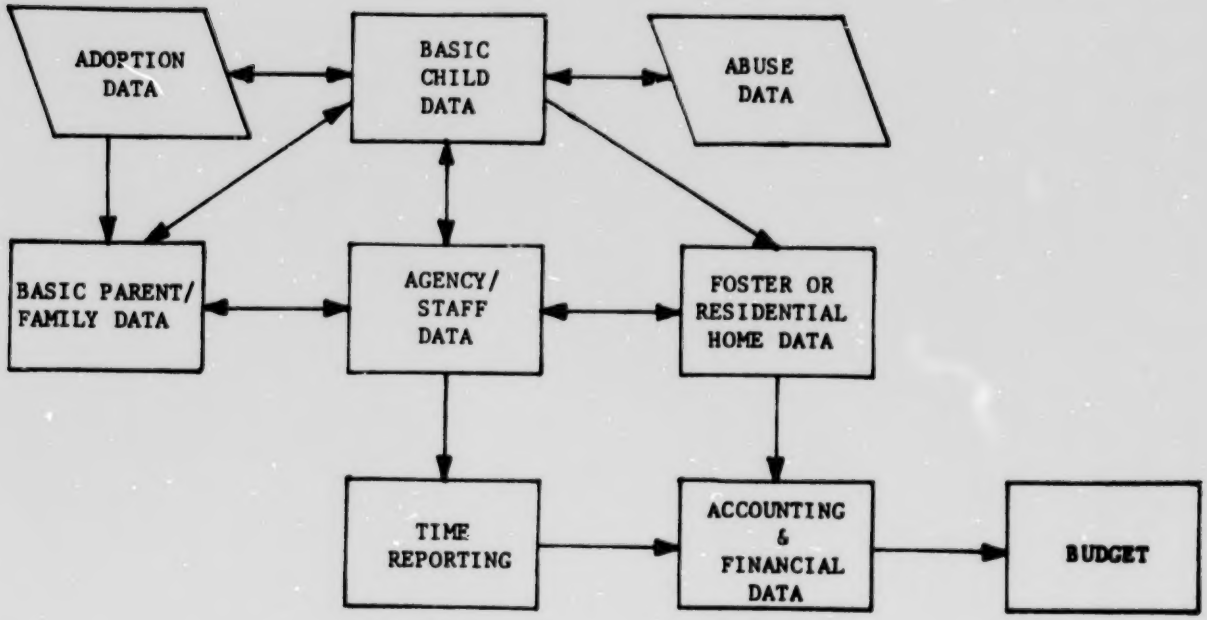
Based on the employee's salary rate or number of hours reported via the time reporting system, payroll can be automatically produced using a standard payroll package (including deductions for taxes, medical programs and unique internal programs). If payroll is done manually or by an outside institution, listings of employee payroll information can be supplied by the Time Reporting module.

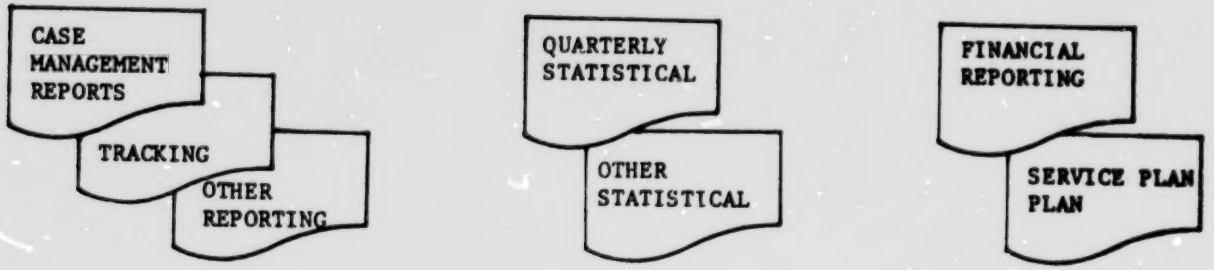
1.7 Retention of Data

Each section of the report contains a detailed discussion about the retention of data elements. In general, however, data elements must be retained on the system for a full year to facilitate yearly statistical and financial reporting. Depending on the level of detailed needed by individual agencies, some or all of the data may be maintained on the system while other data would be transferred to an historical file.

For some data elements, all the changes that occur during the year will also have to be recorded on an historical basis. For example, when a child's location changes, both the original and new location codes must be maintained. This is covered in more detail in the body of the report.

MINIMUM DATA SPECIFICATIONS





Note: Rectangles denote modules of logically related information.
Parallelograms denote modules of subsidiary data that will only apply to some cases.
Information below the dotted line is a sampling of the type of reporting that can be produced from the system.

2. CASE MANAGEMENT MODULE

TABLE OF CONTENTS

	TOPIC	PAGE
1.	Overview	15
	1.1. Module Overview	15
	1.2 Format of the Report	17
2.	Data Elements	20
	2.1 List of Computerized Data Elements	20
	2.2. List of Manually Retained Data Elements	24
3.	Input Documents	30
	3.1 Basic Child Input Data	32
	3.2 Family Services Input	34
	3.3 Resources	36
4.	Output Documents - Ministry	40
	4.1 Child Movement - Registration	41
	4.2 Child Movement - Change	43
	4.3 Child Movement - Discharge	45
	4.4 Registration of Adoption Placement	46
	4.5 Information on Adoption Breakdown	48
	4.6 Adoption Efforts for Crown Wards	51
	4.7 Report to Child Abuse Register	53
	4.8 Follow-up Report to Child Abuse Register	55
	4.9 Indian Children in Care	57
	4.10 C.A.S. Quarterly Report	62
5.	Output Documents - Internal	71
	5.1 Worker Caseloads	71
	5.2 Reminders of Upcoming Appointments	72
	5.3 Wards by Resource	72
	5.4 Non-Residential Case Development	72

TABLE OF CONTENTS (Cont'd)

TOPIC		PAGE
6.	Legislative Requirements	74
	6.1 The Child Welfare Act, 1980	74
	6.2 The Children's Residential Services Act, 1980	78
7.	Retention Periods	80
8.	Tables	83

1. OVERVIEW

1.1 Module Overview

The Case Management module is comprised of three main files:

CHILD CARE
FAMILY SERVICES
RESOURCES

The child care section contains data about:

a) all children in residential care

b) children on the protection and prevention case load who the case worker feels may need special attention

The family services section contains data about:

a) the parent(s)

b) the children in the family

c) other basic family data such as living conditions, doctor's name and OHIP number.

The resource section contains data on:

a) residential facilities available to the Children's Aid Society, especially foster homes. This allows the agency to match the child's needs to the most appropriate facility available.

The Case Management sections can and probably should be phased in one at a time, especially in large agencies where the volume of data is large. It should be understood that many of the data elements involved relate to two or more of the

sections. Careful design and planning must be employed to determine where each data element will reside in the database and how the sections will be implemented.

Of the three Case Management sections, the child care section is where the most benefits can be derived. Since most reporting demands stem from data about children in care, a substantial amount of administrative work can be eliminated through computerization of this data. For example, data needed to feed the Tracking system can print directly from the child's file instead of filling in a separate form, thus avoiding a duplication of information already supplied on the Child Data form.

Also, data from the child file is useful to child care workers on a day-to-day basis. For example:

1) monthly reminders of upcoming medical, dental and court appearances for children

2) reminders of reporting due that month

3) worker case load summaries by location, admission date, wardship status, etc.

The resources section contains selected residential settings available to the agency. Using the resource data stored on the computer, a child can be placed in the most appropriate setting by matching the child's emotional and physical needs to the services offered by the facilities. An historical record is then kept of each child placed in that setting with the associated admit and discharge dates. Conversely, a child's record would contain a list of all the residential facilities where the child has been placed. The information on children and facilities will also supply data to other functions, such as automatic calculation of foster home payments.

The family services section is closely connected to the child care data. In most instances a record on the family will already exist before a child is brought into care. Available information about the family may assist a case worker in decision-making regarding the services to be provided to the parents and their children. If the child(ren) is (are) brought into care, the family history will provide the background information needed by the case worker in dealing with the child. A set of presenting problems and services to be offered, relating to each case, is maintained when a case is opened. This information can then be used during case reviews to determine how successful the treatment has been and what changes need to be made in the type of services being offered.

1.2 Format of the Report

The following pages of the report provide:

1) a set of data elements

2) input documents including the elements they should contain

3) sample output reports that can be obtained from the system

4) retention periods

The list of data elements has been divided into two sections. The first, those items that would logically be part of a computerized system. The second, those items that must be maintained for reporting or recording purposes but would not be maintained on a computer. For example, lengthy narratives such as a social history or a psychological assessment would continue to be maintained in the child's manual records.

The data element chart indicates to which section or sections each element relates. Elements that relate to more than one

section need only to be stored once, thereby reducing the redundancy in data capture. It must be understood, however, that if only one of the sections is implemented, data which would logically relate to one of the other sections, will not be available until that section is implemented or the data will have to be temporarily captured by another means.

The input documents are discussed here in general terms and suggested formats are not included. The forms used by other agencies or supplied by the Ministry are included only as examples and are not meant to be definitive. Some agencies may prefer forms with predefined categories where the worker ticks off the appropriate choice and others prefer to write in the corresponding literal, which allows for more flexibility. Once the information is recorded and stored on the system, any number of reports can be produced. The main ones dealt with in this report are the Ministry reporting requirements which include:

Child Advocacy Information System (also referred to as C.A.I.S. or Tracking)
Abuse reports
Quarterly Statistical Report
Resource Inventory
Adoption information

It would not be practical to fully computerize all these reports. In some cases, the system would supply the case worker with a list of reporting to be done in that month and the basic data needed to complete that form. For example, the form "Adoption Efforts for Crown Wards" contains some narrative relating to the child's current situation that would have to be completed manually. But, the information such as child's name, birthdate, sex, etc. would be supplied by the system.

Also, a few of the basic internal reports are described. Of course, other reports that satisfy the needs of a specific

Society can be produced. The combinations are unlimited.

The next section deals with data element retention periods. Each element or group of elements have varying time frames for logically retaining that data.

The final section describes the use of tables in this module.

2. DATA ELEMENTS

2.1 List of Computerized Data Elements

The following list of data elements are those that would logically be part of a computerized system. Each data element is categorized as belonging to any one or more of the three areas of Case Management. This categorization should help avoid any duplication of data elements when implementing some or all of the sections of the Case Management module.

COMPUTERIZED DATA ELEMENTS

	ELEMENT NAME	CASE MANAGEMENT		
		CHILD CARE	FAMILY SERVICE	RESOURCE
*	Agency Address			x
	Agency Name			x
	Caseworker Branch	x	x	
*	Caseworker Name	x	x	
	Caseworker Number	x	x	
	Caseworker Telephone Number	x	x	
	Caseworker Unit	x	x	
	Child Admit or Re-admit Code	x		
*	Child Admit Date	x		x
	Child Admit Date - Tracking	x		x
*	Child Admit Reason-Primary	x		
	Child Admit Reason-Secondary	x		
*	Child Admit Type	x		
	Child Agreement Expiry Date	x		
	Child Band Name	x		
	Child Band Number	x		
*	Child Birthdate	x		
	Child Birthplace	x		
	Child Birth Verified	x		
	Child Case Type	x		
	Child Dates	x		
*	Child Discharge Date - Actual	x		x
*	Child Discharge Date - Estimated	x		x
	Child Discharge Date - Tracking	x		
*	Child Ethnic Origin	x		
*	Child Goals	x		
	Child Name - Alias	x		
*	Child Name Code-Tracking	x		
*	Child Name - Full Name	x		x
*	Child Previous Setting	x		
*	Child Race	x		

	ELEMENT NAME	CASE MANAGEMENT		
		CHILD CARE	FAMILY SERVICE	RESOURCE
*	Child Rates - Board	x		x
	Child Rates - Clothing	x		x
	Child Rates - Other	x		x
	Child Rates - Special	x		x
	Child Rates - Spending	x		x
*	Child Religion	x		
*	Child Referral Source	x		
	Child School Grade	x		
*	Child School Name	x		
*	Child Sex	x		
*	Child Supp Code - Tracking	x		
	Child Wardship Date	x		
*	Child Wardship Status	x		
*	Family Address	x	x	
	Family Case Disposition		x	
	Family Case Narrative		x	
*	Family Case Open Date		x	
	Family Case Type		x	
*	Family Case Close Date		x	
	Family Case Close Reason		x	
	Family Doctor Name		x	
	Family Doctor Telephone Number		x	
*	Family Goals		x	
	Family Language	x	x	
	Family New or Re-open Code		x	
	Family OHIP Number	x	x	
*	Family Presenting Problem		x	
*	Family Services		x	
*	File Number	x	x	
	Parent Band Number		x	
	Parent Band Name		x	
*	Parent Birthdate		x	
	Parent Education		x	

	ELEMENT NAME	CASE MANAGEMENT		
		CHILD CARE	FAMILY SERVICE	RESOURCE
*	Parent Ethnic Origin		x	
*	Parent Marital Status		x	
*	Parent Name - Full Name		x	
	Parent Other Children - Number		x	
*	Parent Race		x	
*	Parent Religior		x	
*	Parent Telephone Number		x	
	Parent Type		x	
	Resource Address			x
*	Resource Age Range Served			x
*	Resource Approval Date			x
	Resource Area Type			x
	Resource Home Type			x
	Resource Languages Spoken			x
*	Resource Name	x		x
*	Resource Number	x		x
*	Resource Number of Beds			x
	Resource Race Served			x
	Resource Security Type			x
	Resource Services Offered			x
*	Resource Sex Served			x
	Resource Schools Available			x
*	Resource Telephone Number			x
*	Resource Type			x

* Denotes those elements that are mandatory for all cases in any of the three following areas:

1) children in care
2) facilities
3) protection and prevention

All other elements should be recorded if they apply to a particular case.

2.2 List of Manually Retained Data Elements

The next section deals with those elements that are required for reporting or legislative reasons but should not logically be incorporated into a computerized system. They include long narratives such as case progress reports or social history of a child and information that relates to a specific case type, such as child abuse that would not relate to all child in care or family service cases.

MANUAL DATA ELEMENTS

ELEMENT NAME	CASE MANAGEMENT		
	CHILD CARE	FAMILY SERVICE	RESOURCE
Abuse			
Case Disposition	x	x	
Causative Factors - Child	x	x	
Causative Factors - Environment	x	x	
Causative Factors - Parent	x	x	
Date	x	x	
Date Occurred From	x	x	
Date Unknown	x	x	
Indications	x	x	
Narrative	x	x	
Place	x	x	
Police Involvement	x	x	
Previous Date	x	x	
Previous Indicator	x	x	
Report Date	x	x	
Report Source	x	x	
Abuser			
Address	x	x	
Alias	x	x	
Birthdate	x	x	
Name	x	x	
Notified of Report	x	x	
Relationship to Child	x	x	
Sex	x	x	
Whereabouts	x	x	

ELEMENT NAME	CASE MANAGEMENT		
	CHILD CARE	FAMILY SERVICE	RESOURCE
Adoption			
Applications - Last Quarter	x	x	
Applications - Received	x	x	
Applications - Rejected	x	x	
Breakdown Reason	x	x	
Breakdown Removal Initiated By	x	x	
Homes Last Quarter	x	x	x
Homes Opened	x	x	x
Homes Filled	x	x	x
Interviews	x	x	
Inter-Society Placement	x	x	
Placement Date	x	x	
Probation - Previous	x	x	
Removal Date	x	x	
Reason	x	x	
Special Resources	x	x	
Status Code	x	x	
Visits	x	x	
Adoptive Applicant			
Address	x	x	
Birthdate	x	x	
Education	x	x	
Income	x	x	
Marital Status	x	x	
Marriage Date	x	x	
Name	x	x	
Occupation	x	x	
Other Children - Age	x	x	
Other Children - Name	x	x	
Other Children - Sex	x	x	
Race	x	x	
Religion	x	x	
Wife Employed		x	

ELEMENT NAME	CASE MANAGEMENT		
	CHILD CARE	FAMILY SERVICE	RESOURCE
Agency			
Request to Court	x	x	
Previous Involvement	x	x	
Services Provided	x	x	
Services Provided-Narrative	x	x	
Brief Services	x	x	
Child			
Apprehended	x		
Assessment	x		
Emotional Status	x		
Examined by Indicator	x		
General Health	x		
Handicaps	x		
Handicaps - Narrative	x		
Hospitalized	x		
Intelligence	x		
Mental Capacity	x		
Personality	x		
Special needs	x		
Whereabouts	x		
Unadoptable	x		

ELEMENT NAME	CASE MANAGEMENT		
	CHILD CARE	FAMILY SERVICE	RESOURCE
Court			
Disposition	x	x	
Hearings Adjourned To	x	x	
Hearings Held On	x	x	
Foster Home			
Applications - Last Quarter			x
Applications - Received			x
Applications Rejected			x
Homes - Last Quarter			x
Homes - Opened			x
Homes Closed			x
Guardian			
Age	x	x	
Alias	x	x	
Name	x	x	
Relationship to Child	x	x	
Sex	x	x	

ELEMENT NAME	CASE MANAGEMENT		
	CHILD CARE	FAMILY SERVICE	RESOURCE
Parent			
Accommodation Type		x	
Alias		x	
Consent to Adoption		x	
Employer Name		x	
Employer Telephone #		x	
Income		x	
Marriage Date		x	
Mother's Maiden Name	x	x	
Occupation		x	
Permit Abuse	x	x	
Previous Marriages - Date		x	
Previous Marriages - Name		x	
Previous Marriages - Reason for Termination		x	
Resource			
Emotional Disabilities Served			x
Handicaps Served			x
Operator's Address			x
Operator's Name			x

3. INPUT DOCUMENTS

The following input documents represent a possible format for collecting data in the three areas of the Case Management module

child care
family services
resources

A recommended format is not included in this section for two reasons:

1. This is a minimum data specification. Some agencies may have data elements they feel are important for them to collect over and above the minimum specifications we have included in this study.

2. How an agency decides to implement each segment of the module, may preclude where and when certain data elements are collected.

Also not discussed in this paper, but implicit to this section, is a method of changing information previously input. Some agencies use a manual change form where the basic identifying information and the field to be changed are supplied, specifying the "from" and "to" data.

Probably, the most efficient method observed was a change form automatically produced by the computer from the original data supplied to the system. Then, only the changes need to be noted on the form. Also having a preprinted form made reporting the changes more efficient and accurate.

The data can be input to the system in a number of ways based on the type of system selected.

1) Data can be entered directly to the system via a terminal.

2) If an outside agency is used, a copy of the input form can be sent to them for processing to the system.

3) A combination of "interactive" and "batch" input to the system.

3.1 BASIC CHILD INPUT DATA

A "Child Data" form is completed when a child is brought into care or when an intensive home care program is established for the child. If a family case file has already been opened, all the family data is already established so only detailed child information is required in this file. The basic child file includes:

Child Admit Date
File Number
New or Re-admit Code
Child's Name
Child's Alias
Child's Birthdate
Child's Birth Place
Child's Sex
Child's Religion
Child's Band Number
Child's Band Name
Child's Race
Child's Admission Type
Child's Referral Source
Child's Agreement Expiry Date
Child's Wardship Status
Child's Admission Reason
Child's Goal
Child's School Name
Child's School Grade
Child's Ethnic Origin
Child's Resource Code
Child's Rates - Board
Child's Rates - Clothing
Child's Rates - Spending
Child's Rates - Special
Child's Rates - Other
Child Estimated Discharge Date
Caseworker Name

Child Name Code - Tracking
Child Supp Code - Tracking

All of the above information is entered into the system via the appropriate method. Changes can then be made to the data and the new information can be included in the updated output reports.

CHILDREN'S SERVICES CASE MANAGEMENT INFORMATION SYSTEM

NOTIFICATION OF ADMISSION

** PRINTING ONLY **

ID

CHILD

FAMILY

ACCOMMODATION

WORKER

CS0001 NOV 82 (REV)

DISTRIBUTION COPY 1 - FILE, COPY 2 - ACCOUNTING DEPT. COPY 3 - SUPERVISOR

© Penlieu Consultants Inc.

3.2 Family Services Input

A "Family Services Information Sheet" is used to collect information regarding the family - parent's personal data, children in the family, presenting problems and details of the case. When a case worker conducts an investigation of a family, based on a referral, the following information is collected:

Parent Name
Mother's Maiden Name
Parent Alias
Family Address
Parent Telephone #
Parent Religion
Parent Marital Status
Parent Band Number
Parent Band Name
Parent Race
Parent Ethnic Origin
Parent Education
Parent Employer Name
Parent Employer Telephone #
Parent Occupation
Parent Income
Parent Accommodation Type
Child Name
Child Sex
Child Birthdate
Child School Name
Child School Grade
Family Doctor Name
Family Doctor Telephone #
Family O.H.I.P.#
Family Presenting Problems
Caseworker Name
Court Hearing Date
Court hearing Order Type

Parent Previous Marriages - Name
Parent Previous Marriages - Date
Parent Previous Marriages - Reason for Termination
Family Case Narrative
Family Case Disposition
Family Case Close Date
Family Case Close Reason

ONTARIO MINISTRY OF COMMUNITY AND SOCIAL SERVICES

RECORD OF INQUIRY

(write clearly)

SOCIETY
BRANCH
DATE D M Y TIME AM PM

LEGAL NAME

FILE NUMBER

CHECK IF REOPENED ☐

WORKER ASSIGNED	DATE	NUMBER
for changes see p 3		

PROT ☐ PREV ☐ UP ☐ ADOPT ☐ FOSTER HO ☐

OG ☐ FAM COUNS ☐ DECL OF PAT ☐ OTHER ☐

CROSS REF

PARENTS	MOTHER ☐ WIFE ☐	FATHER ☐ HUSBAND ☐	P1 ☐ P2 ☐ PARTNER ☐
NAME LEGAL			
MAIDEN			
KNOWN AS			
GIVEN NAME			
ADDRESSES AT TIME OF APPLICATION (changes on page 3) TELEPHONE			
RELIGION	PROT ☐ RC ☐ OTHER ☐	PROT ☐ RC ☐ OTHER ☐	PROT ☐ RC ☐ OTHER ☐
MARRIAGE (m) (d)	M ☐ S ☐ D ☐ W ☐ SEP ☐	M ☐ S ☐ D ☐ W ☐ SEP ☐	M ☐ S ☐ D ☐ W ☐ SEP ☐
date & place			
DATE OF BIRTH			
RESERVE STATUS	YES ☐ NO ☐ (Band No)	YES ☐ NO ☐ (Band No)	YES ☐ NO ☐ (Band No)
LANGUAGE (If not English)			
RACE			
ETHNIC ORIGIN			
EDUCATION & OR EMPLOYER			
phone & address			
POSITION & INCOME			
SOC INS NUMBER			

ACCOMMODATION

Urban ☐ Owned ☐ Monthly Mort — No of Rooms — Bal of Mort

Rural ☐ Rented ☐ Monthly Rent — No of Bedrooms — Debts (total)

CHILDREN SURNAME	GIVEN NAMES	SEX	BIRTH DATE	SCHOOL & GRADE	WHEREABOUTS

EXPECTED DATE CONFINEMENT ..... HOSPITAL ..... LIVING IN: PARENTS' HOME ☐ OWN APT ☐ WAGE HOME ☐ BOARD HOME ☐ OTHER (Specify) ☐

DOCTOR ..... PHONE ..... OHIP .....

REFERRAL INFORMATION:

SURNAME: ..... GIVEN NAME: ..... PHONE

ADDRESS: ..... INTAKE PHONE ☐ MAIL ☐ INTERVIEW ☐

REFERRED BY: (circle one number only) 1. Self 2. Relative 3. Neighbour 4. Police 5. Court 6. Public Welfare 7. Medical 8. Public Health 9. Social Agency 10. Other CAS 11. School 12. Other

REASONS FOR SERVICE (number in order of importance) CONSENT ☐ APPREHENSION ☐

	Parent		Parent		Parent	Child		Child
Emotional Rejection	☐	Marital Conflict	☐	Drug Addiction	☐	☐	Behaviour Problem	☐
Housing	☐	No medical care	☐	Drunkeness	☐	☐	Child Offender	☐
Imprisonment	☐	Alleged abuse	☐	Mental Illness	☐	☐	Court Order	☐
Lack of Income	☐	Physical neglect	☐	Mental Retard	☐	☐	Deserted	☐
Lack of Supervision	☐	Unfit Home	☐	Physical Illness	☐	☐	Orphan	☐
		Unwanted Pregnancy	☐	Sexual Offence	☐	☐	Truant	☐

0377 (12/72) FORMERLY 20-00-034

92-00732

RECORD OF INQUIRY

RECORDING (within 21 days)

RECORD UNDER FOLLOWING: (1) Contacts & Dates (2) Situation as presented by clients &/or collateral(s) (3) Immediate steps taken (4) Worker's assessment of situation (with special reference to children) (5) Plan - a no action b referred to c open (intermediate & long term goals, projected time required, steps for implementation, review date)

RECORD OF INQUIRY

LEGAL NAME

FILE NO

WORKERS ASSIGNED (other than those recorded on page 1)

DATE	NAME	NUMBER	DATE	NAME	NUMBER

COURT HEARINGS (Wardship & Affiliation)

DATE	NAMES OF CHILDREN	TYPE OF ORDER	DURATION

ADDRESSES (other than those recorded on page 1)

DATE	NAME	ADDRESS	PHONE

PREVIOUS MARRIAGES & UNIONS

SURNAME	GIVEN NAME	DATE & PLACE OF MARRIAGE	DIV	DEATH	DATE & PLACE OF TERMINATION

RECORD OF INQUIRY

DETAILS OF INQUIRY (ENLARGE ON INQUIRY, COMPLAINT, CONTACT ARRANGEMENTS, DIRECTIONS TO REACH):

DISPOSITION OF INQUIRY OPEN TO PROT ☐ PREV. ☐ FAM. COUNS ☐ U.M. ☐ P.F. ☐ OTHER ☐

APPLICATION ISSUED - ADOPTION ☐ FOSTER HOME FINDING ☐

GROUP MEETING ATTENDED (date) .....

BRIEF SERVICE ☐ DECL. OF PAT. ☐ OG ☐

REASON FOR CLOSING: DATE CLOSED: D. ..... M. ..... Y. .....

Successful Rehabilitation ☐ Family Moved Away ☐ Service Completed ☐ Crown Wardship ☐ Child over 16 yrs. ☐ Family Reject Service ☐ Referred Else where ☐ Other ☐

INTERESTED RELATIVES, FRIENDS AND COMMUNITY CONTACTS				
SURNAME	GIVEN NAME	RELATIONSHIP	ADDRESS	PHONE

3.3 Resources

The main objective of the Children's Aid Society is to keep the family unit together and attempt to help the family to resolve their problems in their normal setting. Sometimes, however, it becomes necessary to bring the child into the protective care of the agency. When this occurs, it is important the most appropriate placement for the child is found. This can be a most time consuming task for the caseworker. A computerized system can be of great assistance in this area. The caseworker matches the child's characteristics to the services available from various facilities to arrive at a list of one or more facilities that can best care for the child.

Resources available to the agency fall into two broad categories, foster homes and residential facilities. Foster homes are either staff model homes that provide care for less than three children, not of common parentage or parent model homes that have one or two persons residing in the home on a continuous basis, who provide care for less than five children, not of common parentage. Each agency has its own bank of foster homes available to them and they constitute the major placement resource of the Children's Aid Societies. Residential facilities refer to all other Ministry owned and transfer payment facilities throughout the province and also out of province resources offering special services. They include group homes, facilities for the developmentally handicapped, treatment homes, etc.

A catalogue of the residential facilities is available through the Ministry in the form of the Resource Inventory. The Resource Inventory is now somewhat out of date since it has not been updated since 1981. There is, however, a new project underway, the Inventory Integration Project that intends to create a more generic resource inventory for both children's and adults facilities at the program level. This new inventory would be maintained by the Ministry and updated by the Area offices.

Adoption homes are also a resource available to the agency. They are included here separately since adoption placement is a function distinct from residential placement of children. Also, the volume of adoption cases in most agencies does not warrant the development of a sophisticated matching system.

It is up to the discretion of each individual agency to decide which of the three resource types, if any, should be computerized. Factors that will affect this decision should include volume of records, inter-relationship to other parts of the system and cost.

The following pages contain the data elements that apply to each of the resource types and a sample foster home data sheet. The data elements to be collected for the Integrated Inventory are based on the data available now in the Resource Inventory.

FOR RESIDENTIAL FACILITIES ONLY

- Operator Name
- Operator Address
- Emotional Types Served
- Handicaps Served

FOR BOTH FOSTER AND RESIDENTIAL

- Resource Type
- File Number
- Name
- Address
- Telephone Number
- Approval Date
- Sex Served
- Age Range Served

Number of Beds
Child's Name
Child Admit Date
Child Discharge Date

FOR FOSTER HOMES ONLY

Area Type
Home Type
Length of Care
Languages Spoken
Race Served
Services Provided
Schools Available

PERSONAL DATA ON FOSTER FAMILY

Husband's Birthdate
Wife's Birthdate
Religion
Race
Ethnic Origin
Husband's Occupation
Wife's Occupation
Employment Status
Recreational and Cultural Facilities Available

ADOPTIVE APPLICANT HOMES

Adoptive Applicant Name
Adoptive Applicant Address
Adoptive Applicant Birthdate
Adoptive Applicant Marriage date
Adoptive Applicant Race
Adoptive Applicant Religion
Adoptive Applicant Occupation
Adoptive Applicant Income

Adoptive Applicant Education
Adoptive Applicant Other Children
Adoptive Applicant Physical Characteristics
Adoptive Applicant Reason to Adopt

FOSTER HOME DATA SHEET

File No. _____ Approval Date: _____

TYPE OF RESOURCE:

- ☐ Regular Foster
- ☐ Special Foster
- ☐ M.R. Foster
- ☐ Independence Home
- ☐ Emergency Home
- ☐ Receiving Home
- ☐ Assessment Home
- ☐ Treatment Home
- ☐ M.R. Home
- ☐ Group Home
- ☐ Out-of-province Home
- ☐ Other

Name: _____ (surname) _____ (husband) _____ (wife)

Address: _____

_____

_____

_____

Home Telephone:

Business Telephone:

Area Type: ☐ Urban ☐ Suburban ☐ Rural

Number of beds: ____ ☐ Shared ☐ Not Shared

CHILD CHARACTERISTICS PRESENTLY SERVED:

Sex: ☐ Male ☐ Female ☐ No Preference

Age Range: From _____ to _____

Length of care: ☐ Short-term ☐ Long-term ☐ No Preference

Language spoken: _____

Race: ☐ Caucasion ☐ Negro ☐ Oriental ☐ N.A. Indian ☐ No preference

SERVICES PROVIDED:

	MILD	MODERATE	SEVERE		MILD	MODERATE	SEVERE
AGGRESSIVE/HOSTILE	1	2	3	MENTALLY/EMOTIONALLY ILL	1	2	3
ALCOHOL/DRUG/TOBACCO MISUSE	1	2	3	PERCEPTUALLY HANDICAPPED	1	2	3
ANXIOUS/FEARFUL	1	2	3	RUNNER	1	2	3
BIZARRE BEHAVIOUR	1	2	3	SCHOOL RELATED PROBLEMS	1	2	3
CULTURALLY DEPRIVED	1	2	3	SELF-DESTRUCTIVE/SUICIDAL	1	2	3
DANGEROUS TO OTHERS/VIOLENT	1	2	3	SEXUALLY ACTING OUT	1	2	3
DESTRUCTIVE TO OTHER'S POSSESSIONS	1	2	3	SLEEPING DIFFICULTIES	1	2	3
DISHONEST	1	2	3	SOILING	1	2	3
EATING DIFFICULTIES	1	2	3	SPEECH DIFFICULTIES	1	2	3
ENURETIC	1	2	3	TEMPER TANTRUMS	1	2	3
HYPERACTIVE/RESTLESS	1	2	3	TRUANCY FROM HOME/SCHOOL	1	2	3
MANIPULATIVE	1	2	3	UNCONTROLLABLE	1	2	3
MEDICAL	1	2	3	WITHDRAWN/APATHETIC/DEPRESSED	1	2	3

4. OUTPUT DOCUMENTS - MINISTRY

The following output documents are those specified by the Ministry as the standard reporting requirements in the area of Case Management.

The Specifications attempt to instruct the user regarding:

a) what data elements are needed to complete a report
b) where those data elements are located
c) how to perform any of the necessary calculations

As noted, some of the reports can be automatically produced by the computer system such as:

a) Tracking Reports
b) Indian Children in Care

The majority, however, are a combination of computer generated data and manually supplied data, especially those reports that require narrative description of the case.

In all instances, a computer system will be able to remind the case worker of reporting that is due and supply them with the basic case information.

4.1 Child Movement-Registration

For every child brought into care under the age of 18 and placed in a residential care program, a registration form is completed.

This includes all children who are Society Wards, Crown Wards or Non-wards who are under a Special Needs Agreement or Care by Agreement. This category also includes children who have Own Parent or Independent status but are living in a C.A.S operated residential facility. This category can also include children over 18 (legally adults) still being cared for by the Society and receiving economic support, children on adoption probation and children from other provinces or other countries receiving residential services. As this form is a provincial requirement, children from other provinces and other countries being supervised by an Ontario Society will have to be reported.

In care includes all children for whom an agreement exists between the Society and the child's parents or a judge, making the Society totally responsible for the care of the child.

REPORTING CYCLE: The same day as a child is brought into care, a registration form should be completed.

REPORT DISTRIBUTION:
a) one copy is sent to the Central Tracking office
b) one copy is sent to the Area office
c) one copy remains on the child's file

REPORT FORMAT: The format would remain the same as the current registration form to avoid confusion at the Central Tracking office.

REPORT LOGISTICS: Children included in this report are those

a) newly admitted or re-admitted
b) under 18 years of age
c) in a residential setting who are crown Wards, Society Wards, or Non-wards.

ELEMENT NAME	SOURCE OF DATA
Child Name Code	Child File
Child Birthdate	Child File
Child Sex	Child File
Child Supp Code - Tracking	Child File
Child Admit Date - Tracking	Child File
Child Discharge Date Estimated	Child File
Child Name Code	Child File
Child Wardship Status	Child File
Agency Name	Resource File
Family Address	Family File
Child Previous Setting	Child File
Caseworker Name	Child File
Caseworker Telephone #	Resource File
Resource Name	Resource File
Resource Type	Resource File

Ontario Ministry of Community and Social Services — Children's Services Division

Child Advocacy Information System - Registration

Note: Do not complete shaded areas.
Please Press Firmly.

A. Child information

FIRST & LAST LETTERS

CMA

Surname | Given name | Birthdate | Sex (M/F) | Supp. code (1, unless otherwise notified by C.T.O.) | Admission date | Expected discharge date

Other name codes used to identify this child. (Do not include name codes used previous to an adoption.)

FIRST & LAST LETTERS

Surname / Given name | Surname / Given name | Surname / Given name | Surname / Given name | Surname / Given name

Status Category

Corrections: 1 Own parent; 2 Independent; 3 Training School Ward; 4 Crown Ward

Child Welfare: 5 Special Needs Agreement; 6 Care by Agreement; 7 Society Ward; 8 Crown Ward; 9 Other

SELECT ONE AND ENTER ▶ **Status**

Name of responsible society or correctional institution

City/town of residence of parent(s) (see manual)

B. Registration information

Previous setting

1 Internal transfer (change of residential site within same facility - directly operated)
2 Another C.S.D. residential facility
3 Jail or other adult facility
4 Another residential facility other than C.S.D.
5 C.S.D. non residential service
6 Non residential service other than C.S.D.
7 A.W.O.L. (over 48 hours)
8 Community (no services received)

SELECT ONE AND ENTER ▶ Previous setting type

If residential

Name of previous residential facility. If out-of-province facility, enter name of Canadian province or country.

C. Primary worker in facility responsible for the child

CMB

Surname | Initials

Optional entry for facility use only (see manual)

Phone number

Area code | Local number | Extension

D. Facility information

Name of facility providing service (as in residential directory)

Type of residence (if more than one type within facility) (see list below)

Form completion date (D D M M Y Y) | Completed by (signature)

TYPES OF RESIDENCES

B - GROUP HOME
D - EMERGENCY HOME
E - EMERGENCY UNIT
F - RECEIVING HOME
G - ASSESSMENT HOME
H - TREATMENT HOME
I - FOSTER HOME
J - SPECIALIZED FOSTER HOME
K - EXTENSION HOME
L - SENIOR BOYS' AND GIRLS' GROUP HOME
M - RESIDENTIAL TREATMENT
N - INDEPENDENT LIVING OR APARTMENT PROGRAM
O - CORRECTIONS CONTRACT GROUP HOME
P - OTHER (PLEASE SPECIFY)

Note:
When applicable, if this child is regularly in your care less than 7 days per week, please enter the number of days per week and other place of residence (please name if C.S.D. facility)

Retain copies 2 & 3. Send copy 1 to central tracking office.

4.2 Child Movement - Change

For every child record, previously registered on the Tracking system, a change form is issued whenever an update is needed to any information supplied on the Registration form.

REPORTING CYCLE: As soon as a change occurs in the child's record.

REPORT DISTRIBUTION:
a) one copy to the Central Tracking office
b) one copy to the Area office
c) one copy on the child's file

REPORT FORMAT: The format would remain the same to avoid any confusion at the Tracking office.

REPORT LOGISTICS: The child's file would be scanned for changes to:

- child's name, birthdate, sex. discharge date, admission date, wardship status, previous setting or next setting
- parent's address
- caseworker assigned to the case

When a change has occurred, the original identifying information (name code, birth date, sex and supp code) is printed along with the data that is to be changed.

ELEMENT NAME	SOURCE
Child Name Code	Child File
Child Birthdate	Child File
Child Sex	Child File
Child Supp Code - Tracking	Child File
Child Admit Date - Tracking	Child File
Child Discharge Date - Estimated	Child File
Child Wardship Status	Child File
Agency Name	Resource File
Child Wardship Change Date	Child File
Family Address	Family File
Family Address Change Date	Family File
Child Alias	Child File
Child Previous Setting	Child File
Facility Name	Resource File
Caseworker Name	Child File
Caseworker Telephone #	Resource File
Caseworker Change Date	Child File
Child Discharge Date - Tracking	Child File
Resource Name	Resource file
Resource Type	Resource File

Ministry of [illegible]

Child Advocacy Information System - Change

If changes are required for more than one residential placement, please use a separate form for each placement.

Note: Do not complete shaded areas. **Please Press Firmly.**

A. Child information (as previously submitted)

FIRST & LAST LETTERS

Surname | Given name | Birthdate | Sex M/F | Supp code

CMF

B. Change to registration information

Each topic ● if used, must be completed in full

●Child Surname | Given name | Birthdate | Sex M/F | Supp code

● Admission date

● Expected discharge date

●Ward ship Status type (If 3 to 8) | *Name of responsible society or correctional institution

Effective date of change in ward ship

●Residence of parent(s) City/Town

Effective date of change in residence

FIRST & LAST LETTERS

●Other name code Surname | Given name

● Previous setting Setting type (If residential) | Name of residential facility

CMG

●Primary worker Surname | Initials

Area code | Local number | Extension | Effective date of change

● Optional entry for facility use only

C. Change to discharge information

● Actual discharge date

● Next setting Setting type (If residential) | Name of residential facility

D. Name of facility to which above changes apply

Name of residential facility

Admission date as previously submitted

CMH

E. Submitting facility information

Name of facility

Type of residence (if more than one type within facility)

Form completion date | Completed by (signature)

20-01-020 (4/80)

Retain copies 2 & 3. Send copy 1 to central tracking office.

4.3 Child Movement - Discharge

For every child who is registered on the Tracking system and is to be released from the care of the Children's Aid Society, a Discharge form must be submitted to the Central Tracking office.

REPORTING CYCLE: For any child on the Tracking system when discharged from care.

REPORT DISTRIBUTION:
a) one copy to the Central Tracking office
b) one copy to the Area office
c) one copy on file

REPORT FORMAT: The report format would remain the same to avoid any confusion at the Tracking office.

REPORT LOGISTICS: On a daily basis, the child file would be checked for discharges.

All the data for this form would be available on the system. This data would be automatically printed and sent to the Tracking office.

ELEMENT NAME	SOURCE
Child Name Code	Child File
Child Birthdate	Child File
Child Sex	Child File
Child Supp Code - Tracking	Child File
Child Discharge Date - Tracking	Child File
Child Next Setting Type	Child File
Resource Name - Next	Resource File
Resource Name - Previous	Resource File
Resource Type	Resource File

Ministry of Community and Social Services
Ontario

Child Advocacy Information System - Discharge

Note Do not complete shaded areas
Please Press Firmly

A Child information

FIRST & LAST LETTERS
Surname | Given name | Birthdate | Sex (M/F) | Super code (1 = none otherwise as agreed by C.T.O.) | Active discharge date

CMC

B Discharge information

Next setting

1 ANOTHER C.A.S. RESIDENTIAL FACILITY
2 FAMILY OR OTHER ALTERNATIVE HOME
3 ANOTHER RESIDENTIAL FACILITY (OTHER THAN C.A.S.)
4 C.A.S. NON-RESIDENTIAL SERVICE
5 NON-RESIDENTIAL SERVICE (OTHER THAN C.A.S.)
6 RETURN TO OWN HOME
7 DEATH

SELECT ONE AND ENTER

Next setting code

If residential

Name of next residential facility. If out of province facility enter name of Canadian province or country

C. Facility information

Name of facility from which child is being discharged (as in residential directory)

Type of residence (if more than one type within facility) (see list below)

Form completion date | completed by (signature)

TYPES OF RESIDENCES

B GROUP HOME
C FOSTER GROUP HOME
D EMERGENCY HOME
E EMERGENCY UNIT
F RECEIVING HOME
G ASSESSMENT HOME
H TREATMENT HOME
I FOSTER HOME
J SPECIALIZED FOSTER HOME
K EXTENSION HOME
L SENIOR BOYS AND GIRLS GROUP HOME
M RESIDENTIAL TREATMENT
N INDEPENDENT LIVING OR APARTMENT PROGRAM
O CORRECTIONS CONTRACT GROUP HOME
P OTHER (PLEASE SPECIFY)

Retain copies 2 & 3. Send copy 1 to central tracking office.

4.4 Registration of Adoption Placement

Whenever a child is placed on adoption probation, this form is sent to the Adoption Unit of the Ministry to inform them that an adoption proceeding is underway for this child.

All the information needed to complete the form is not available from the computer, as indicated on the attached element/source list. When a child's resource code is entered as "adoption probation", the system will supply a reminder that a Registration must be completed and all of the available information on the computer is printed.

REPORTING CYCLE: As required, for each child on adoption probation.

REPORT DISTRIBUTION:
a) one copy to the Ministry Adoption Unit
b) one copy to the Operational Support Section
c) one copy kept on child's file

REPORT FORMAT: The format will remain the same as the attached sample, since it will still be completed manually.

REPORT LOGISTICS: Basic data is printed on a monthly basis (or on request) for any children who have gone on adoption probation during the month.

Data is printed when the resource code is adoption placement and the corresponding date falls into the past month.

ELEMENT NAME	SOURCE
Agency Name	Resource File
Agency Address	Resource File
Child Full Name	Child File
Child Birth Place	Child File
Child Birth Date	Child File
Mother's Name	Family File
Mother's Address	Family File
Father's Name	Family File
Father's Address	Family File
Placement Date	Child File
Adoptive Applicant Name	Manual File
Adoptive Applicant Address	Manual File
Adoptive Applicant Marital Status	Manual File
Adoptive Applicant Relationship to Child	Manual File
Mother's Consent	Manual File
Father's Consent	Manual File
Date of Crown Wardship	Child File
Child's Spouse Consent	Manual File
Child's Previous Placement	Resource File

Ministry of Community and Social Services
Ontario

Form 18
The Child Welfare Act, 1978

Registration of Placement of Child for Adoption

To: The Director of Child Welfare, Ministry of Community and Social Services, Parliament Buildings, Toronto, Ontario M7A 1E9.

I/We, _____
(name of person or agency)

have placed a child with the person(s) named herein on the understanding that such person(s) will adopt the child.

I/We hereby register the placement of the child with you, and make the following statements in respect thereof:

1. My address/the address of the agency is _____

2. The name of the child is _____

3. The child was born at _____ on the _____ day of _____, 19____

4. The mother of the child is _____

   who resides at _____

5. The father of the child is _____

   who resides at _____

6. I _____ related to the child. If related, what is the relationship?
   (am/or am not)

7. I placed the child on the _____ day of _____, 19____, with _____

   who resides at _____

   and who is (are) _____, and who is (are) _____ to the child.
   (married/unmarried/a widow/a widower/separated/divorced) *(related/not related)*

   If related, what is the relationship? _____

8. Did the mother consent to the placement and adoption? _____
   (Yes/No)

9. Did the father consent to the placement and adoption? _____
   (Yes/No)

10. If the child is a Crown ward, what is the date of Crown wardship? _____

11. If the child is married, did the spouse consent to the placement? _____
    (Yes/No/Not applicable)

12. Name and address of person(s), institution(s) or society(ies) that cared for the child before placement.

    _____

    _____

    _____

    _____

I certify that the above statements are true and correct.

Dated at _____

this _____ day of _____, 19____ _____ _____
(Signature of Witness) *(Signature of registrant)*

20-00181 (10/81)

Supplement to Form 18

13 Supervising Agent or Society (if applicable) _____

14. The child is a

a) ☐ Crown Ward

b) Non Ward
- i) ☐ Adoption consent only
- ii) ☐ Care by agreement
- iii) ☐ Other

15 This is a
- i) ☐ C A S Placement
- ii) ☐ Private Placement - Society supervised
- iii) ☐ Relative Adoption - Society supervised
- iv) ☐ Private Placement or Relative Adoption - no Society supervision
- v) ☐ Other

16 Sex of the child is ☐ Male ☐ Female

17 Race of the natural and adoptive parents
- i) ☐ Natural Mother
- ii) ☐ Natural Father
- iii) ☐ Adoptive Mother
- iv) ☐ Adoptive Father

☐ Caucasian ☐ Black ☐ Oriental ☐ East Indian

☐ Native Status Indian ☐ Native Non Status Indian ☐ Other ☐ Unknown

NOTE: This is a temporary supplement to Form 18. Form 18 is presently being reviewed.

4.5 Information on Adoption Breakdown

When an adoption probation breaks down, this form is completed and sent to the Ministry Adoption Unit. Since much of the information on the form is narrative regarding the breakdown, only basic identifying information would be supplied by the system.

REPORTING CYCLE: As required.

REPORT DISTRIBUTION:
(a) one copy to the Area office
(b) one copy to the Ministry Adoption Unit
(c) one copy on child's file

REPORT FORMAT: The format would remain the same as the attached sample as it will continue to be completed manually.

REPORT LOGISTICS: When a child has been on adoption probation and returns to the care of the Society, the system will prompt the caseworker to complete an Adoption Breakdown Report.

The basic data will be supplied, as indicated on the element/source listing attached.

The other data will be taken from the child and family manual records to complete the form.

Two calculations must be performed:
1) Number of foster home placements can be determined by checking the resource file for this child's foster home history.

REPORT LOGISTICS (Cont'd)

2) Duration of foster home placement is the difference between the admit and discharge dates for each foster home where the child was located.

ELEMENT NAME	SOURCE
Agency Name	Resource File
File Number	Child File
Child Name	Child File
Child Sex	Child File
Child Birthdate	Child File
Child Race	Child File
Child Religion	Child File
Adoptive Applicant Marital Status	Manual File
Child Admit Date (Non-Ward)	Child File
Child Wardship Date	Child File
Child Admit Reason	Child File
Foster Home Placements - Number	Resource File
Foster Home Placements - Duration	Resource File
Adoption Probation Previously	Manual File
Adoption Placement Date	Child File
Adoption Removal Date	Manual File
Child Health	Manual File
Child Intelligence	Manual File
Child Personality	Manual File
Adoptive Applicant Name	Manual File
Adoptive Applicant Age	Manual File
Adoptive Applicant Religion	Manual FIle
Adoptive Applicant Race	Manual File
Adoptive Applicant Occupation	Manual File
Adoptive Applicant Wife Employed	Manual File
Adoption Reason	Manual File
Adoption Inter-Society Placement	Manual File
Adoption Special Resources	Manual File
Adoptive Applicant Other Children	Manual File

ELEMENT NAME	SOURCE
Adoption Preplacement Interviews	Manual File
Adoption Visits	Manual File
Breakdown Removal Initiated by	Manual File
Breakdown Reasons	Manual File

Ministry of
Community and
Social Services
Ontario

INFORMATION ON ADOPTION BREAKDOWN

THE CHILD WELFARE ACT

(To be completed in triplicate at the time of breakdown. Agency to retain one copy and send two to the Child Welfare Branch.)

Society .....

1. Branch file no. ..... 2. Child's name ..... 3. Sex .....
4. Date of Birth ..... 5. Racial origin ..... 6. Religion .....
7. Marital status of parents ..... 8. Date of admission if non-ward .....
9. Date Society wardship ..... 10. Date Crown wardship .....
11. State briefly reason for coming into care .....
.....
.....
12. Number of foster home placements .....
13. Duration of each foster home placement .....
14. Was this child ever placed on adoption prior to this adoption placement? Yes ( )
No ( )

If yes, reasons for removal from prior adoption placement (s) .....
.....
.....
.....

15. Date of this adoption placement ..... 16. Date child removed .....
17. Physical health (include handicaps) .....
.....
.....
18. Intelligence .....
19. Personality assessment (include problems related to personality, behaviour, conduct) .....
.....
.....

ADOPTING PARENTS

		Husband	Wife
20.	Name	.....	.....
21.	Age	.....	.....
22.	Religion	.....	.....
23.	Racial origin	.....	.....
24.	Occupation	.....	.....

25. Was wife employed during placement? Yes ( ) No ( ) Full Time ( ) Part Time ( )

26. What prompted adopting applicants to express an interest in adoption?

Classified Advertising ( ) Radio ( ) Television ( ) Press ( )

Friends ( ) Neighbours ( ) Relatives ( )

Experience as foster parents to child adopted ( ) General Experience as foster Parents ( )

Others (please explain) .....

.....

27. Was this an inter-society placement? Yes ( ) No ( )

28. What special resources, if any, did the society use in making this placement?

Adoption Group Meetings ( ) Adoption Resource Exchange ( )

Others (please explain) .....

.....

29. Were there other children in the home? Yes ( ) No ( )

	Age at Time of this Placement	
	Boys	Girls
Natural	.....	.....
Foster	.....	.....
Adopted	.....	.....

30. Number of pre-placement interviews, excluding home study, with

Husband..... Wife ..... Joint ..... Child .....

31. How many visits, prior to placement, of Applicants to Child ( ) Child to Applicants ( )

32. Number of post-placement interviews with

Husband..... Wife ..... Joint ..... Child .....

33. Was removal of child initiated by

Husband..... Wife ..... Both ..... Child ..... Society .....

34. Please state fully and frankly what you consider were the reasons for the breakdown

.....

.....

.....

.....

.....

Local Director

Date .....

4.6 Adoption Efforts for Crown Wards

Under Section 39 of the Child Welfare Act, a report on "Adoption Efforts for Crown Wards" must be completed annually for all wards who will continue to be a Crown Ward for the next 24 months, after the Crown Ward order is made or since the last report.

At the end of each month, the system will supply a list of wards' names whose anniversary date of crown wardship will be up during the month.

Also, the basic identifying information would be supplied by the system. These data elements are indicated on the chart below.

REPORTING CYCLE:	Annually, is required for Crown Wards.
REPORT DISTRIBUTION:	a) one copy to Adoption Unit of the Ministry b) one copy on the child's file
FORMAT:	The format would remain the same as portions of the form will still be completed manually.
REPORT LOGISTICS:	a) wardship status must be "crown wardship" b) 12 months since date of crown wardship or date of last report c) the elements available from the child and family files are printed

ELEMENT NAME	SOURCE
Child Name	Child File
Child Birth Date	Child File
File Number	Child File
Child Sex	Child File
Child Birth Verification	Child File
Child Religion	Child File
Child Race	Child File
Child Indian Status	Child File
Child Wardship Date	Child File
Parent Name	Family File
Child Mental Capacity	Manual File
Child Handicaps	Manual File
Child Emotional Status	Manual File
Child Handicap Narrative	Manual File
Child Adoption Plan	Manual File
Child Special Needs	Manual File
Child Unadoptable	Manual File

Ministry of Community and Social Services

Ontario

Report on Adoption Placement for Crown Wards

(Under Section 68 of the Act)

Identification of Child

Surname (as Registered)	Initials	Date of Birth (Day, Month, Year)	Society File No

Sex: Male ☐ Female ☐

Birth Verification on File: Yes ☐ No ☐

Religion: No Pref 1 ☐ Prot 2 ☐ R.C. 3 ☐ Other 9 ☐

Racial Origin: White 1 ☐ Indian (N.A.) 2 ☐ Black 3 ☐ Oriental 4 ☐ Mixed 5 ☐ Other 9 ☐

Treaty Indian Status	Date of Crown Wardship	Name of Father	Name of Mother
Yes ☐ No ☐			

Characteristics

Sibling Adoption (show number including this child to be placed together)

Mental: Below 1 ☐ Average 2 ☐ Above 3 ☐

Physical: Correctable 1 ☐ Requires Treatment 2 ☐ Affects Appearance 3 ☐ Affects Social or Physical Function 4 ☐

Emotional: Correctable 1 ☐ Requires Treatment 2 ☐ Affects Social or Physical Function 3 ☐

Diagnostic Description or Major Handicapping Condition:

Special Considerations (if additional space is needed, please use reverse side)

Outline plans to obtain adoption placement within next six months:

Specify any special needs that must be considered in adoption:

If child is not considered adoptable, why? (Specify)

From:

Children's Aid Society	Date of Report	Local Director or Supervisor

4.7 Report to Child Abuse Register

Under Section 27, Part VI of The Ontario Regulations 388/79 of the Child Welfare Act, the Children's Aid Society must report verified abuse information to the Child Abuse Registry.

The abuse reports should continue to be completed manually since:

a) not all suspected abuse cases result in a report being made to the Registry.
b) the data is not in a useful format for the caseworker.

REPORTING CYCLE: As required, for each verified abuse case.

REPORT DISTRIBUTION: a) one copy to the Child Abuse Registry
b) one copy on file at the agency.

REPORT LOGISTICS: The data is extracted from the case-worker's notes regarding the case. Any information that is unknown or unverified at the time the report is filed is omitted.

ELEMENT NAME	SOURCE
Child Name	Child File
Child Alias	Child File
Child Sex	Child File
Child Birth Date	Child File
Abuser Name	Manual File
Abuser Alias	Manual FIle
Abuser Address	Manual File
Abuser Sex	Manual File
Abuser Birthdate	Manual File
Abuser Relationship to Child	Manual File
Guardian Name	Manual File
Guardian Alias	Manual File

ELEMENT NAME	SOURCE
Guardian Sex	Manual File
Guardian Age	Manual File
Guardian Relationship to Child	Manual File
Parent Name - Mother	Family File
Parent Name - Father	Family File
Family Address - Mother	Family File
Family Address - Father	Family File
Abuse Date	Child File
Abuse Date - Unknown	Manual File
Abuse Occurred from Date	Manual File
Abuse Report Date	Manual File
Abuse Place	Manual File
Abuse Report Source	Manual File
Parent Permit Abuse	Manual File
Abuse Indications	Manual file
Child Examined by Indicator	Manual File
Child Hospitalized	Manual File
Child Apprehended	Manual File
Agency Request to Court	Manual File
Court Hearing Date	Manual File
Court Hearing Adjourned to	Manual File
Court Disposition	Manual File
Agency Agreement with Decision	Manual File
Child Whereabouts	Manual File
Abuser Whereabouts	Manual File
Police Involvement	Manual File
Abuser Notified of Report to	Manual File
Abuse Narrative	Manual File
Agency Previous Involvement	Manual File
Abuse Previous Indicator	Manual File
Abuse Previous Date	Manual File
Agency Name	Manual File
Caseworker Name	Child File

Ministry of Community and Social Services
Ontario

Form 6
The Child Welfare Act, 1978

Report to Child Abuse Register

Ministry use only

Jurisdiction no.	File no.

Please print clearly or type

Child (Corrections to Form 6 to be made on Form 7)

Last name | First name(s) | Sex | Birthdate or approximate age (d,m,y)

Also known as

Alleged Abuser(s) (Corrections to Form 6 to be made on Form 7)

Last name | First name(s) | Sex | Birthdate or approximate age (d,m,y)

Also known as

Mailing address

Relationship to child

☐ Father ☐ Mother ☐ C.L. parent
☐ Stepfather ☐ Stepmother ☐ Grandparent
☐ Foster father ☐ Foster mother ☐ Sibling
☐ Uncle ☐ Aunt ☐ Other (specify)

Last name | First name(s) | Sex | Birthdate or approximate age (d,m,y)

Also known as

Mailing address

Relationship to child

☐ Father ☐ Mother ☐ C.L. parent
☐ Stepfather ☐ Stepmother ☐ Grandparent
☐ Foster father ☐ Foster mother ☐ Sibling
☐ Uncle ☐ Aunt ☐ Other (specify)

Persons with whom child living at time of incident (if other than above)

Last name | First name(s)

Also known as | Sex | Approx age | Relationship to child

Last name | First name(s)

Also known as | Sex | Approx age | Relationship to child

Names and ages of siblings or other children if helpful for tracking:

Parents (if other than above)

Father | Address

Mother | Address

Abuse

Date of incident (d m y) | Date unknown | Episodic/ongoing From (date) | Reported to CAS (d m y) | Place of incident
☐ Child's home
☐ Other (specify)

Source of report (do not identify informant)
☐ Victim ☐ Relative ☐ Professional (specify)
☐ Parent ☐ Neighbour/friend ☐ Other (specify)

Did parents/caretakers permit or fail to prevent abuse?
☐ No ☐ Yes (elaborate)

Type/Indicators of abuse

	Mild	Moderate	Severe		Mild	Moderate	Severe
☐ Abrasions	☐	☐	☐	☐ Malnutrition	☐	☐	☐
☐ Cuts	☐	☐	☐	☐ Mental ill health	☐	☐	☐
☐ Welts	☐	☐	☐	☐ Emotional disturbance	☐	☐	☐
☐ Bruises	☐	☐	☐	☐ Sexual molestation	☐	☐	☐
☐ Fractures	☐	☐	☐	☐ Other (specify)			
☐ Poisoning (specify below)	☐	☐	☐	☐ No visible injuries (elaborate)			
☐ Burns/scalding	☐	☐	☐	☐ Fatal injury - date of death			

Elaboration:

(see reverse)

Action taken on behalf of child

Examined by ☐ Physician ☐ Reg. nurse ☐ Social Worker
Hospitalized ☐ For assessment ☐ For treatment ☐ As place of safety ☐ Treated outside hospital

Child apprehended
☐ No ☐ Yes

Other children apprehended
☐ No ☐ Yes Number

CAS request to court
☐ Supervision order Length requested
☐ Society wardship Length requested
☐ Crown wardship
☐ Not yet known

Court hearing
Held on Adjourned to
Disposition (if known)

CAS agreement with decision ☐ No ☐ Yes

Current situation

Child's present whereabouts
☐ At home ☐ In hospital ☐ In CAS care ☐ Placed elsewhere (specify)

Elaborate if necessary

Alleged abuser(s)
☐ Still in home
☐ Child still in his/her care
☐ Living elsewhere
☐ In hospital
☐ In prison
☐ Whereabouts unknown
☐ Unidentified

Police involvement
☐ None
☐ Informal contact ☐ Police investigation
☐ Joint investigation with CAS
☐ Charges laid ☐ pending
State charges
Adjourned to (date if known)
Disposition of case ☐ Not yet known

Alleged abuser(s)/parents informed by CAS of report to
☐ Registry ☐ Register ☐ Not informed (please elaborate)

Elaborate on any information, including whether Regional and/or Area office involved

Previous CAS involvement with family
☐ No ☐ Yes (specify)

Previous abuse report to Ministry
☐ By this Society ☐ Registry (pre June 15, 1979) ☐ Register (post June 15, 1979)
☐ By another Society (specify) Date Date

Send letter of notification to alleged abuser
☐ Directly ☐ c/o CAS ☐ Other (specify)

In other language (specify)

Reporting Society | Referred to another Society/child welfare authority | Date of referral

Caseworker(s) (type name(s))

Signature of Local Director (type name and sign) Date

OR Authorized designate (type name and sign) Date

4.8 Follow-up Report to Child Abuse Register

Under Section 27 (3), Part VI of the Ontario Regulations 388/79 of the Child Welfare Act, a follow-up report must be filed for all cases that have not yet been closed and where a change in the case status warrants an update to the Registry files.

As in the case of the Abuse Report, the Follow-up should continue to be completed manually.

REPORTING CYCLE:

a) four month follow-up
b) annual report
to be submitted on the anniversary date of the initial report for each succeeding year in which the abuse file is still open.
c) final report to be submitted when the case is closed or transferred to another agency or when abuse treatment is no longer the primary objective of the C.A.S.

REPORTING DISTRIBUTION:

a) one copy to the Child Abuse Registry
b) one copy on file at the agency.

REPORT LOGISTICS:

When a change occurs in the areas of:

- C.A.S. action
- court proceedings
- basic identifying information

a follow-up report is submitted.

The data is extracted manually from the caseworker's notes.

ELEMENT NAME	SOURCE
Report Type	Manual File
Child Name	Child File
Child Sex	Child File
Child Birthdate	Child File
Child Alias	Child File
Abuser Name	Manual File
Abuser Sex	Manual File
Abuser Birthdate	Manual File
Abuser Alias	Manual File
Abuser Address	Manual File
Abuser Relationship to Child	Manual File
Child Apprehended	Manual File
Agency Request to Court	Manual File
Court Hearings Date	Manual File
Court Hearings Adjourned to	Manual File
Court Disposition	Manual File
Agency Agreement with Decision	Manual File
Child Whereabouts	Manual File
Police Involvement	Manual File
Abuse Case Disposition	Manual File
Abuse Causative Factors - Parent	Manual File
Abuse Causative Factors - Child	Manual File
Abuse Causative Factors - Environment	Manual File
Agency Services Provided	Manual File
Agency Services Provided - Narrative	Manual File
Agency Name	Manual File
Caseworker Name	Child File

Ministry of Community and Social Services
Ontario

Form 7
The Child Welfare Act, 1978

Follow-up Report to Child Abuse Register

Ministry use only

Jurisdiction no.	File no.

Please print clearly or type

☐ 4 month follow-up ☐ Annual Report, Year 1,2,3 ☐ Other ☐ Final Report

Child (Corrections to Form 6 to be made on Form 7)

Last name | First name(s) | Sex | Birthdate or approximate age (d,m,y)

Also known as

Alleged abuser(s) (Corrections to Form 6 to be made on Form 7)

Last name | First name(s) | Sex | Birthdate or approximate age (d,m,y)

Also known as

Mailing address

Relationship to child

☐ Father ☐ Mother ☐ C.L. parent
☐ Stepfather ☐ Stepmother ☐ Grandparent
☐ Foster father ☐ Foster mother ☐ Sibling
☐ Uncle ☐ Aunt ☐ Other (specify)

Last name | First name(s) | Sex | Birthdate or approximate age (d,m,y)

Also known as

Mailing address

Relationship to child

☐ Father ☐ Mother ☐ C.L. parent
☐ Stepfather ☐ Stepmother ☐ Grandparent
☐ Foster father ☐ Foster mother ☐ Sibling
☐ Uncle ☐ Aunt ☐ Other (specify)

Action taken on behalf of child - update

☐ No change

Child apprehended ☐ No ☐ Yes

Other children apprehended ☐ No ☐ Yes Number

CAS request to court

☐ Supervision order Length requested
☐ Society wardship Length requested
☐ Crown wardship
☐ Not yet known

Court hearing

Held on Adjourned to

Disposition (if known)

CAS agreement with decision ☐ No ☐ Yes

Current situation - update

☐ No change

Child's present whereabouts

☐ At home ☐ In hospital ☐ In CAS care ☐ Placed elsewhere (specify)

Elaborate if necessary

Alleged abuser(s)

☐ Still in home
☐ Child still in his/her care
☐ Living elsewhere
☐ In hospital
☐ In prison
☐ Whereabouts unknown
☐ Still unidentified

Police involvement

☐ None
☐ Informal contact ☐ Police investigation
☐ Joint investigation with CAS
☐ Charges laid ☐ pending

State charges

Adjourned to (date if known)

Disposition of case, specifics of sentence, if applicable

(see reverse)

0450 (3/82) formerly 20-00-171

Causative factors	Present level of condition				
	Deterioration		Improvement		Unchanged
Parents	Slight	Significant	Slight	Significant	
heavy child care responsibilities	☐	☐	☐	☐	☐
lack of support system	☐	☐	☐	☐	☐
marital difficulties	☐	☐	☐	☐	☐
lack of knowledge of child care/development	☐	☐	☐	☐	☐
physical violence/corporal punishment acceptable	☐	☐	☐	☐	☐
different cultural/sub-cultural/religious norms	☐	☐	☐	☐	☐
alcohol/drug abuse	☐	☐	☐	☐	☐
physical/mental illness	☐	☐	☐	☐	☐
personality disorder/sociopathic	☐	☐	☐	☐	☐
intellectual limitations	☐	☐	☐	☐	☐
abused in childhood	☐	☐	☐	☐	☐
emotionally deprived in childhood	☐	☐	☐	☐	☐
other	☐	☐	☐	☐	☐
Child					
unwanted	☐	☐	☐	☐	☐
premature	☐	☐	☐	☐	☐
handicapped	☐	☐	☐	☐	☐
behaviour problem/provocative	☐	☐	☐	☐	☐
other	☐	☐	☐	☐	☐
Environment					
housing	☐	☐	☐	☐	☐
unemployment	☐	☐	☐	☐	☐
finances	☐	☐	☐	☐	☐
social isolation	☐	☐	☐	☐	☐
other	☐	☐	☐	☐	☐

Services provided	By	For	Unavailable	Rejected
☐ psychiatric/psychological assessment				
☐ psychiatric treatment				
☐ counselling				
☐ medical treatment				
☐ public health nurse				
☐ parent education courses				
☐ parents anonymous/self help group				
☐ volunteer visitor/parent aide				
☐ professional child care worker				
☐ day care				
☐ homemaker				
☐ material needs/financial assistance				
☐ housing				
☐ employment				
☐ child taken into care				
☐ other				

Elaborate on any of the above information

Reporting society

Date

Caseworker(s) (type name(s))

Signature(s)

4.9 Indian Children in Care

This is a quarterly form submitted by the agency directly to the Federal Government for the funding of Indian children.

REPORTING CYCLE: Quarterly

REPORT DISTRIBUTION: a) two copies to the Department of Indian Affairs

REPORT FORMAT: All of the information needed for the completion of this form is available from the computer system. Before this report can be mechanically produced, approval from the Federal government is required. Until then, the data can be supplied by the system and transposed to the available form.

REPORT LOGISTICS:

1) The child file is read checking the band number field to determine if the child is Indian.

2) If the band number indicates that the child is Indian, the admit and discharge dates are checked to determine if either has occurred during the past quarter.

3) If the conditions of 1 and 2 are met, the child's name, band number, band name and date of admission or discharge are printed.

4) The number of days from the date of admission or discharge to the end of the quarter are calculated by:

   a) determine the total number of days in the quarter. For example, quarter 2 would be April, May, June so the number of days would be 30 + 31 + 30 = 91.

   b) determine which day of the quarter the child was admitted or discharged on. For example, if the child was admitted on May 10th, the number of days would be (all of April) 30 + (days in May) 10 = 40.

   c) subtract the day of admission or discharge (step b) from the total number of days in the quarter (step a) for the number of days to the end of the quarter.

5) After all individual child information is printed, the total number of days to the end of the quarter.

   a) from admission date
   b) from discharge date

   are calculated by totalling all the days from step 4c.

6) A statistical summary is printed at the end of the report regarding

   a) number of children
   b) days of care

7) Calculations for "number of children" include:

   a) "number of children in care last report". This information can be collected in two ways. One, is to record it manually from the previous report. The drawback to this method is that all the following calculations would also have to be done manually. The second method is to store this accumulated data on a computer "work" file to be accessed and updated with each subsequent report. This method allows all the statistical calculations to be done automatically.

   b) The number of children admitted this quarter is added to the number of children in care as of the last quarter.

   c) The number of children discharged this quarter is

subtracted from the total calculated in step 7b giving the "total children in care end of quarter".

8) Calculations for "days care" include:

a) the number of children in care last report (step 7a) times the days in this quarter (step 4a).

b) add the days care this quarter (step 5b) from days care in step 8b to give "days of care this quarter".

c) subtract the days to end of quarter (step 5b) from days care in step 8b to give "days of care this quarter".

d) days of care this quarter (step 8c) is added to "days care year-to-date from last report" to give "days care to date this year". Again, the year-to-date figures can be supplied manually or stored in the computer work file.

ELEMENT NAME	SOURCE
Child Name	Child File
Child Band Name	Child File
Child Band Number	Child File
Child Admit Date	Child File
Child Discharge Date - Actual	Child File
Days from Admission to End of Quarter	Calculated
Days from Discharge to End of Quarter	Calculated
# Children in Care Since Last Report	Work File/Manual File
# Children Admitted	Calculated
# Children Discharged	Calculated
Total Children in Care	Calculated
Days Care from Last Quarter	Calculated
Days from Admission this Quarter	Calculated
Days from Discharge Days Quarter	Calculated
Days Care this Quarter	Calculated
Days Care Year to Date	Calculated

Ministry of Community and Social Services
Ontario

Indian Children In Care

TO: Superintendent of _____ Indian Agency

Report of services for the three months from _____ to _____

CHILDREN ADMITTED TO OR DISCHARGED FROM CARE		DATE OF ADMISSION OR DISCHARGE	DAYS TO END OF THIS QUARTER FROM DATE OF (NOTE 1)	
SURNAME, GIVEN NAME	BAND AND BAND NUMBER		ADMISSION	DISCHARGE
		TOTALS	*	**

SUMMARY:

	NO. OF CHILDREN		DAYS CARE
1. NO. OF CHILDREN IN CARE LAST REPORT	_____	TIMES _____ DAYS IN THIS QUARTER	_____
2. ADD NO. OF CHILDREN ADMITTED	_____	ADD DAYS TO END OF QUARTER *	_____
3. SUB TOTAL	_____		_____
4. LESS NO. OF CHILDREN DISCHARGED	_____	LESS DAYS TO END OF QUARTER **	_____
5. TOTAL CHILDREN IN CARE END OF QUARTER	_____	DAYS CARE THIS QUARTER	_____
6. ADD DAYS CARE THIS YEAR TO END OF LAST QUARTER (LINE 7 LAST REPORT)			_____
7. DAYS CARE TO DATE THIS YEAR			_____

ACCEPTED: _____ (INDIAN SUPERINTENDENT)

CERTIFIED CORRECT: _____ (NAME OF SOCIETY)

PER _____

NOTE 1: INCLUDE DAY OF ADMISSION, EXCLUDE DAY OF DISCHARGE

0364 (11/81) formerly 20-00-043

4.10 C.A.S. Quarterly Report

The C.A.S. Quarterly Report is a statistical report which replaces the old "Form 5" Monthly Statistical report. Much of the data from Form 5 is now available from "Tracking". The new statistical form concerns itself mainly with non-residential type data.

REPORTING CYCLE: The Quarterly Report is filed at the end of each quarter: MARCH
JUNE
SEPTEMBER
DECEMBER

REPORT DISTRIBUTION:
a) one copy to the data processor at Head office
b) one copy to the Area office
c) retain one copy

REPORT FORMAT: Since part of the data must be completed manually, the format will be the one suggested by the Ministry.

REPORT LOGISTICS: Protection and Prevention

1) Total cases carried over from last quarter.
There are two methods of obtaining this information.
   a) manually copy the data over from the last quarter report. The drawback to this method is the totals at step 4 and 6 will also have to be calculated manually.

b) keep a "working file" on the computer that would store the cumulative information from report to report. In this way all calculations could be done automatically.

2) New cases opened this quarter. Every protection and prevention case, whose opening date falls into the quarter and has a "new" code, is added to a cumulative total of new cases.

3) Re-opened cases during the quarter. Every protection and prevention case, whose opening date falls into the quarter and has a "re-open" code, is added to a cumulative total of re-opened cases.

4) Transfers.
For each case, whose in care status has changed from "in care" to "protection and prevention" during the quarter, the total number of children involved is calculated.

5) Total cases served during the quarter.
The amounts from steps 1, 2, 3 and 4 are totalled to calculate "total cases served". Depending on how step 1 was obtained will dictate if this will be done automatically or manually.

6) Cases closed during the quarter.
Every protection and prevention case, whose discharge date falls in this quarter, is added to a cumulative total of discharges.

7) Transfers.
For each case, whose in care status has changed from "protection and prevention" to "in care", the total number of of children involved is calculated.

8) Total cases carried forward to next quarter.
The cases closed during the quarter (total of steps 6 and 7) is subtracted from the total cases served (step 5), giving the total protection and prevention cases carried forward.

Total Children in Care

9) The total number of children in care carried over from last quarter.
As in step 1, this data can be supplied manually or stored in a computer file.

10) New Cases opened this quarter.
Every in care case whose admit date falls into the quarter and has an "admit" code is added to a cumulative total of new cases.

11) Re-opened cases during quarter.
Every in care case whose admit date falls into the quarter and has a "re-admit" code is added to a cumulative total of re-admitted cases.

12) Total cases served during quarter.
The amounts from steps 9, 10 and 11 are totalled to give "total cases served".

13) Cases closed during quarter.
Every in care case, whose discharge date falls in the quarter is added to a cumulative total of closed cases.

14) Total cases carried forward to next quarter.
The amount from step 13 is subtracted from the amount in step 12 giving total cases carried forward. This total is then broken down into the following wardship status:

a) crown ward
b) society ward
c) care by agreement
d) special needs agreement
e) independent
f) other

Brief Services

15) All brief services are totalled.

Foster and Adoption Homes

16) Homes Carried Over.
The number of available homes carried over from last quarter, broken down by:
    a) occupied foster homes
    b) vacant foster homes
    c) total foster homes
    d) total adoption homes
This data can either be manually supplied or stored on a computer file.

17) Homes opened this quarter.
The number of
    a) foster homes
    b) adoption homes
that were approved during the quarter.

18) Homes closed this quarter.
The total number of foster homes removed from the list of active spaces.

19) Homes filled or withdrawn this quarter.

The total number of adoption homes who either withdrew their application, had their application rejected or had a child placed with them.

20) Number carried forward to next quarter.
The total of steps 16 and 17 minus steps 18 and 19.

Foster and Adoption Applications

21) Number carried over from last quarter.
The number of a) foster
b) adoption
applications received during the past quarter for which a home study is not yet completed. This data may be manually supplied or stored on a computer file.

22) Applications received this quarter.
The total number of new applications received this quarter and not yet processed, for both foster and adoption homes.

23) Number approved this quarter.
The number of foster homes and adoption homes approved to agree with item 17.

24) Applications rejected or withdrawn this quarter.
The number of foster and adoption applications rejected or withdrawn this quarter.

25) Number carried forward to next quarter.
The total of steps 21 and 22 minus steps 23 and 24.

Quarterly Expenditures and Forecasts

26) Residential.
For each month and a total for the quarter, the actual expenditures and corresponding budget forecasts as reported on the service plan.

27) Re-forecast to year-end.
If an agency so desires, they can rework their forecast to the end of the year based on any new information that they may not have had during budget preparation. If there are not changes, the section is left blank.

ELEMENT NAME	SOURCE
Agency Name	Resource File
Total Cases from Last Quarter-Protection and Prevention	Manual or Work File
Number of Children Involved from Last Quarter	Manual or Work File
Family Case Open Date	Family File
Family Case New or Re-open Code	Family File
Family Case Close Date	Family File
Parent Other Children - Number	Family File
Child Case Type	Child File
Total Cases from Last Quarter-In Care	Manual or Work File
Child Admit Date	Child File
Child Admit or Re-admit Code	Child File
Child Wardship Status	Child File
Child Discharge Date - Actual	Child File
Brief Services	Manual File
Foster Homes Last Quarter	Manual or Work File
Adoption Homes Last Quarter	Manual File
Foster Homes - Opened	Resource File
Adoption Homes - Opened	Manual File
Foster Homes - Closed	Manual File
Adoption Homes - Filled	Manual File
Foster Homes - This Quarter	Calculated
Adoption Homes - This Quarter	Calculated
Foster Applications - Last Quarter	Manual File
Adoption Applications - Last Quarter	Manual File
Foster Applications - Received	Manual File
Adoption Applications - Received	Manual File
Foster Applications - Approved	Manual File
Adoption Applications - Approved	Manual File
Foster Applications Rejected or Withdrawn	Manual File

ELEMENT NAME:	SOURCE
Adoption Applications Rejected or Withdrawn	Manual File
Foster Applications - Total	Calculated
Adoption Applications - Total	Calculated
Residential Expenditures	Financial File
Residential Budget	Financial File
Non Residential Expenditures	Financial File
Non Residential Budget	Financial File
Residential Budget Re-forecast	Financial File
Non-Residential Budget Re-forecast	Financial File
Caseworker Name	Manual File
Caseworker Telephone #	Manual File

Ministry of Community and Social Services
Ontario

C.A.S. Quarterly Report

Children's Aid Society of: _____ Facility code

Quarter ending D M Y

Protection and prevention services	Number of Cases	Number of Children Involved
1. Total cases carried over from last quarter (see item 8 of report of last quarter)		
2. New cases opened during quarter		
3. Re-opened cases during quarter		
4. Transfers to protection/prevention caseload **from** in care status during quarter		
5. Total cases served during quarter (Total items 1, 2, 3 & 4)		
6. Cases closed during quarter		
7. Transfers **from** protection/prevention caseload **to** in care status during quarter		
8. Total cases carried forward to next quarter (Item 5 less items 6 & 7)		

Total Children in care	Total	Crown Ward	Society Ward	Care by Agreement	Special Needs Agreements	Independent	Other*
9. Total cases carried over from last quarter (See item 14 of report of last quarter)							
10. New cases opened during quarter							
11. Re-opened cases during quarter							
12. Total cases served during quarter (Total items 9, 10 & 11)							
13. Cases closed during quarter							
14. Total cases carried forward to next quarter by status (Item 12 less item 13)							

Brief Services

15. Total of all brief services

Foster and Adoption Homes	Foster Homes Occupied	Foster Homes Vacant	Foster Homes Total	Adoption Homes Total
16. Number carried over from last quarter (See item 20 of report of last quarter)				
17. Homes opened (approved) this quarter				
18. Homes closed this quarter - foster only				
19. Homes filled or withdrawn this quarter - adoption only				
20. Number carried forward to next quarter (Total items 16 & 17 less items 18/19)	Occupied	Vacant	Total	Total

* Apprehension, adjournment and adoption consent

1721 Page 1 (1/82) formerly 2036

Distribution:
Original - Head Office
Copy 1 - Area Office
Copy 2 - Retain in C.A.S. File

Foster and Adoption Applications	Foster Applications	Adoption Applications
21. Number carried over from last quarter (See item 25 of report of last quarter)		
22. Applications received this quarter		
23. Number approved this quarter (To agree with item 17)		
24. Applications rejected or withdrawn this quarter		
25. Number carried forward to next quarter (Total items 21 & 22 less items 23 & 24)		

Quarterly Expenditures and Forecasts

	First Month of quarter	Second Month of quarter	Third Month of quarter	Total
26. Residential Actuals				
Forecast				
27. Non-residential Actuals				
Forecast				

28. Re-forecast to year end (if no re-forecast leave blank)

Residential

January	February	March	April	May	June	
July	**August**	**September**	**October**	**November**	**December**	**Total**

Non-Residential

January	February	March	April	May	June	
July	**August**	**September**	**October**	**November**	**December**	**Total**

Person(s) involved in compiling report

Signature	Date	Signature	Date

Telephone #	Extension #

Local Director/or designate

Signature	Date

Distribution:
Original - Head Office
Copy 1 - Area Office
Copy 2 - Retain in C.A.S. File

5. OUTPUT DOCUMENTS-INTERNAL

The following reports are examples of the type of information that can be extracted from the system. Of course, various other combinations of data can be printed to suit the individual needs of each Children's Aid Society.

5.1 Worker Caseloads

At the end of each month, a list of cases belonging to each caseworker is printed containing:

Child's Name
File Number
Birth Date
Admit Date
Location
Wardship Status
School Attending

The report can be ordered in a number of ways,such as alphabetical by child's name, numerically by file number or admit date.

Example:

CASE WORKER NAME: _____

CHILD NAME	FILE NO.	BIRTH DATE	ADMIT DATE	LOCATION	WARDSHIP STATUS	SCHOOL
xxxxxxxxxx	99999	99/99/99	99/99/99	xxxxxxxx	xxxxxxx	xxxxxx

5.2 Reminders of Upcoming Appointments

On a monthly basis, for each caseworker, a list of children who have appointments during the following months are printed. The appointment can be:

Medical
Dental
Optical
Court

Example:

CASE WORKER NAME: _____

CHILD NAME	FILE NO.	APPT. TYPE	APPT. DATE	LOCATION
xxxxxxxxxx	99999	xxxxxxxx	99/99/99	xxxxxx

5.3 Wards by Resource

For each caseworker, a list of wards on their caseload are listed by their current placement. The same data can be used in calculating foster home payments.

Example:

CHILD NAME	FILE NO.	WARDSHIP STATUS	BIRTH DATE	LOCATION	ADMIT DATE
xxxxxxxxxx	99999	xxxxxxxx	99/99/99	xxxxxx	99/99/99

5.4 Non-Residential Case Development

For each family care case, a list of cases is printed by caseworker. The data is then used for monthly or quarterly case reviews to determine how useful the treatment has been. If necessary, services and goals are updated to reflect changes in the case.

Example:

FAMILY NAME	ADDRESS	CASE OPEN DATE	GOALS	SERVICES PROVIDED		
xxxxxxxxxx	xxxxxxx	99/99/99	xxxxx	xxxx	xxxx	xxxx
	xxxxxxx		xxxxx	xxxx	xxxx	xxxx
	xxxxxxx					

In addition to the helpful reports that can be produced via the system, there is a series of ongoing reports that must be completed and fed into the system for the most current case history to be available. These reports include:

Diagnosis Report
Family History
Plan of Service Report
Progress Report
Child Placement Request
Annual Report
Foster Home Applications & Home Study
Adoption Home Application & Home Study

6. LEGISLATIVE REQUIREMENTS

This section deals with reporting and retention demands imposed by the Child Welfare Act, 1978 and the Children's Residential Services Act, 1978.

Some of the required data may have been covered in an earlier section of the report such as Ministry requested output reports or internal agency requirements. It will, however, be restated here to provide a complete picture of all legislative requirements.

6.1 The Child Welfare Act, 1980

Ontario Regulation 388/79

Part IV

S.20(1) Every society is required to record any complaint regarding a child in need or any request for service, within twenty-four hours of receiving the complaint.

S.20(2) Within twenty-one days of receiving the complaint the Society must investigate and note whether the request warrants opening a case file. If a case is opened, a tentative plan and steps needed to implement the plan are recorded.

S.21 Within sixty days after bringing a child into care, a plan outlining the care, treatment, social adjustment and education progress must be prepared. This plan will be reviewed and amended every three months.

S.22(2) Each month, the Society shall file a financial statement and a statistical report for the past month to the director.

Part V

S.27(1) A report by the Society must be made regarding verified information concerning the abuse of a child to the Director.

S.27(3) An update to the initial report of abuse is made when the case has not yet been closed and changes in the status of the case have occurred.

Part VII

S34(1) With respect to adoptions, a seperate file must be maintained for:

a) a parent who is relinquishing a child for adoption

b) prospective adoptive parents

c) a child who is placed for adoption

d) foster families

Each file is brought up to date every six months until the file is closed and contents of the files are kept permanently.

S.34(3) Before a child is placed for adoption, a social history and medical history of the natural parents is prepared.

S.34(4) A social and medical history is prepared on each child to be placed for adoption and this information is shared with the prospective adoptive parents.

S.35(1) A homestudy of the prospective adoptive applicants must be completed before a child is placed on adoption probation.

S.27(1) A report by the Society must be made regarding verified information concerning the abuse of a child to the Director.

S.27(3) An update to the initial report of abuse is made when the case has not yet been closed and changes in the status of the case have occurred.

Part VII

S34(1) With respect to adoptions, a separate file must be maintained for:

a) a parent who is relinquishing a child for adoption

b) prospective adoptive parents

c) a child who is placed for adoption

d) foster families

Each file is brought up to date every six months until the file is closed and contents of the files are kept permanently.

S.34(3) Before a child is placed for adoption, a social history and medical history of the natural parents is prepared.

S.34(4) A social and medical history is prepared on each child to be placed for adoption and this information is shared with the prospective adoptive parents.

S.35(1) A homestudy of the prospective adoptive applicants must be completed before a child is placed on adoption probation.

S.47(1) Within thirty days of placing a child on adoption probation, the Society must register the placement with the Director along with the social and medical history of the child (as prescribed in S.34(4)).

Ontario Regulation 389/79

S.3(2) Information regarding each medical and dental examination must be recorded.

S.3(3) When psychological or psychiatric assessments are provided for a child, the data is maintained on the child's file.

S.6(1)(b) When an application to board or adopt a child is received by the Society, a description of the applicant's home and the applicant's competence and suitability is recorded.

S.6(1)(c) A re-assessment of an adoptive home must be done if the original assessment is more than six months ago.

S.7(2) Within twenty-one days of a person seeking aid from a Society, the caseworker shall prepare a plan of assistance that will be reviewed every sixty days.

S.8(2) A report of verified abuse must be submitted to the Director within fourteen days after the information has been verified.

S.8(3) When a report of abuse has been previously submitted, a follow-up report is submitted within four months of the original report and then on the anniversary date of the original report until the file is closed.

6.2 The Children's Residential Services Act, 1980

Ontario Regulation 382/79

S.7 The operator of a children's residence must keep a file for each child in the residence containing:

a) child's name, age, sex, and address prior to admission

b) name, address and occupation of the child's guardian(s)

c) child's admittance date

d) the child's discharge date and the name, address and occupation of the person in whose charge the child was released

e) place of birth and religion of the child

f) reason for admission of the child to the residence

g) terms of payment for the maintenance of the child

h) evidence provided to establish the identity of the child and of the child's guardian

i) the application for admission

S.11(n) A written record is kept of

i) fire drills

ii) inspections and tests of fire extinguisher, the heating system and chimneys

S.14(s) A record of the medical examinations of each child must be kept with recommendations by the doctor for medical treatment, immunization and special needs of the child.

7. RETENTION PERIODS

One area not explicitly covered under any of the previous sections is the subject of data retention. Data retention includes both a history of changes within a child's record and the retention of the child's file after the case is closed. The data is maintained for various reasons:

a) to trace the progress of a case from opening to discharge

b) to supply statistics for quarterly and year end reporting

c) to facilitate the compilation of long term trends

d) due to legislative requirements

The general recommendations for record retention (computerized and manual) are:

1) general case records should be retained for 20 years after the 18th birthday of the child or for 5 years after the deceased child would have been 18 years of age
2) adoption records should be retained indefinitely
3) records of confirmed child abuse should be retained on the same basis as the general case records (#1).

During the design stage of any system, the subject of data retention must be resolved before hardware selection or programming can commence. This an extremely important part of system's design. Based on each agency's decisions regarding the length of time records will remain on the system after the case has closed, what types of cases will be included in the computerized system and what type of historical data is needed will provide the basis for the amount of storage space needed

on the computer. Whatever rules are adopted by the agency, they should be approved by senior management, auditors and perhaps the Board of Directors.

In general, all files should remain on the system until year end, even if they were opened and closed within that calendar year. The data is needed to provide an entire year's activity for reporting on the Service Plan.

As well as maintaining case records on the system for a specified time period, certain information within each record will also have to be retained on an historical basis along with an associated date of change. These elements include:

Caseworker Name
Child Admittance Reason
Child Placement
Child Wardship Status
Resource Services Provided
Resource Number of Beds
Family Presenting Problems

and any others the agency may feel is necessary.

After a case is closed, all or part of a record may be maintained on the system, depending on the type of statistical research and trending required by each agency. There are a number of ways the research can be accomplished:

a) run a standard set of statistical reports at the end of each year that can be used for comparison purposes

b) store all closed files on a computerized "history" file that can be recalled when specific requests are made.

c) store partial records that contain only the pertinent data elements needed for research purposes.

Each agency should consider the alternatives and choose the method that best meets their needs.

8. TABLES

In each of the Case Management files, there are a number of elements that are extracted from a list of standard values. To conserve space on the files, these elements can be represented by a numeric code and the literal value stored in a table of standard definitions. The values for each of the tables is listed in the Glossary of Data Definitions for the Minimum Data Specifications.

The tables would include:

Child Admit Reason
Child Admit Type
Child Goals
Child Previous Settings
Child Wardship Status
Race
Religion
Ethnic Origin
Referral Source
Facility Age Range Served
Facility Emotional Stability Served
Facility Physical Disabilities Served
Facility Security Type
Facility Type
Family Case Type
Family Goals
Family Presenting Problems
Family Services Provided
Parent Type

3. TIME REPORTING MODULE

TABLE OF CONTENTS

TOPIC	PAGE
1. Overview	86
2. Data Elements	87
3. Input Documents	88
3.1 Usage of Form #1	89
3.2 Usage of Form #2	91
3.3 Usage of Form #3	93
4. Output Documents	95
4.1 Staff Turnover	96
4.2 Cultural Representation of Staff vs Client Base	98
4.3 Caseworker Time Breakdown	100
5. Codes	103
5.1 Program Codes	103
5.2 Function Codes	103

1. OVERVIEW

Time Reporting is a method of collecting information about the utilization of a caseworker's time and can be a valuable tool for future planning of both staff and resources. If the Society can see a trend developing in the direction of services to children, (i.e. towards non-residential care) the funds can be diverted to the appropriate staffing types and facilities.

Time Reporting can also point out inefficiencies in time usage. For example, if case workers are spending too much time on administration, perhaps a clerical staff is needed to provide those services so the caseworkers can spend more time in direct services to clients.

The benefits of a Time Reporting module include:

a) capturing actual caseworker time breakdown for internal purposes such as payroll

b) ability to produce management reports on utilization of time

c) ability to respond to Ministry requests on staffing

A list of standard program types is included at the end of this section. The program types are those employed on the Service Plan to maintain consistency.

A list of standard functions are also included. They were mainly taken from the now obsolete Staff Time Analysis and other time sheets currently being used by agencies. This list can be modified to meet individual Society needs.

2. DATA ELEMENTS

ELEMENT NAME	EMPLOYEE FILE
Caseworker Attendance	x
Caseworker Classification	x
Caseworker Date-Start	x
Caseworker Date-Termination	x
Caseworker Ethnic Origin	x
Caseworker Name	x
Caseworker Number	x
Caseworker Unit	x

3. INPUT DOCUMENTS

The following time sheets are examples of how the data needed for time reporting can be captured for either a computerized or a manual system.

The data can be captured on a daily, weekly or monthly basis, depending on the internal usage of this data by the Agency.

Time can also be broken into time units or percentage of time. Time units are still most commonly used for time recording at the Societies and percentage of total time is easily calculated from time units.

The size and organization of the staff structure will dictate whether a manual or computerized system is needed.

3.1 Usage of Form #1

The first time sheet is the most simplistic approach. It is divided into days for those Societies using time reporting on a daily basis. Only the programs are identified, so a breakdown is strictly on the basis of the categories identified on the Service Plans. The time is reported in units of 15 minutes.

The time units can then be input to the system, either on a daily basis or the total for the two week period. This data can in turn be used to feed the payroll system or strictly used as a stand alone Time Reporting module. This information is also needed for Service Plan completion.

If the information is kept manually, the same statistics can still be calculated.

3.1.1 Sample Form #1

TIME SHEET

EMPLOYEE NAME:_____

FROM: __/__/__/ DD MM YY

TO: __/__/__/ DD MM YY

PROGRAMS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	TOTAL
Residential															
Adoption - Society Initiated															
- Other															
Foster - Regular															
- Special															
- Other															
Institutional															
Society Operated															
Paid															
Free															
Group Care - Society Operated															
- Purchased															
Non Residential															
Prevention															
Family Service															
Community Services															
Brief Services															
Administration															
Other															
Unallocated															
Technical															
Research															
Vacation															
Sick Leave															

3.2 USAGE OF FORM # 2

The second example is basically the same as the first, with one added feature. As well as capturing time by program, it also divides the programs into the functions performed. This breakdown gives a more detailed explanation of time usage. This method of time reporting was requested by some of the Area offices.

One drawback to this form is the need to learn the codes that represent each program and function. There may be some negative reaction on the part of the case workers who must fill in these forms.

The example indicates the data is collected on a daily basis but it could be revised so it is completed weekly or even monthly for those Societies that don't do daily time reporting. The time breakdown can be input as either time units or a percentage of total time.

This form could also be modified to capture a case name or file number so individual cases can be costed out.

The program codes and function codes are included at the end of the Time Reporting chapter.

3.2.1 Sample Form #2

TIME SHEET

EMPLOYEE NAME: _____

FROM: __/__/__ TO: __/__/__
DD MM YY DD MM YY

SERVICE CODE	FUNCTION CODE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	TOTAL
TOTAL																

3.3 Usage of Form #3

The third time sheet is designed for those agencies who only wish to do time reporting on a sample basis (i.e. one month per quarter).

The standard programs are listed down the left hand side and the function codes are listed across the top. For each program, under the related function, the total percentage of time spent on that activity during the reporting period is entered. The total of all programs should be 100%.

3.3.1 Sample Form #3

TIME SHEET FUNCTIONS FROM __/__/__/ TO __/__/__/
DD MM YY DD MM YY

SERVICES	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	TOTAL
Residential																					
Adoption - Society Initiated																					
Adoption - Other																					
Foster - Regular																					
- Special																					
- Other																					
Institutional																					
Society Operated																					
Paid																					
Free																					
Group Care																					
Society Operated																					
Purchases																					
Non-Residential																					
Prevention																					
Family Service																					
Community Service																					
Brief Service																					
Administration																					
Other																					
Unallocated																					
Teaching																					
Research																					
TOTAL																					

4. OUTPUT DOCUMENTS

This section deals with the types of reports that can be derived from the Time Reporting module. There are no formal Ministry reporting requirements in the area of time reporting (except the information requested annually on the Service Plan and this information is covered in the Financial module). There is, however, certain staffing information that is of importance to the Area and Regional offices and the Operational Support Branch for planning purposes. These reports include:

1) staff turnover
2) cultural representation of staff vs client

There is also a brief discussion of an internal time analysis report. This is meant only as an example of the type of data that is available from the system and should not, in any way, limit the possibilities for other reporting that can be derived from the Time Reporting module.

4.1. Staff Turnover

The staff turnover report supplies information regarding the number of caseworkers that have been employed in each classification on an annual or semi-annual basis. This information can then be used by the agency, Area and Regional offices to highlight and help resolve problems with obtaining and retaining qualified staff.

REPORT LOGISTICS:

1) The title of each staff classification is listed.
2) The number of compliment positions available under each classification is printed.
3) The total number of positions that are currently filled under each classification is printed. The currently filled positions are calculated by checking the start and termination dates, by classification, to determine which ones are still employed.
4) The turnover number is determined by totalling the number of staff that have been employed under each classification, including those that are still employed plus any that have terminated during the past year.
5) The turnover rate is calculated using the formula:

   100 - (complement/turnover).

6) Compliment, currently filled, turnover and turnover rate are totalled at the end of the report.

STAFF TURNOVER REPORT

POSITION TITLE	COMPLIMENT	CURRENTLY FILLED	TURNOVER	TURNOVER RATE
SOCIAL WORKER III	1	0	1	0%
SOCIAL WORKER II	2	2	4	50%
SOCIAL WORKER I	2	2	3	44%
DAY CARE WORKER	3	2	8	63%
TOTAL	8	6	16	39%

4.2 Cultural Representation of Staff vs Client Base

This report gives a numeric representation of the ethnic background of the clients as compared to the ethnic background of the staff. Both residential and non-residential caseloads would be included. The purpose of this report is to help to enforce the belief that staff cultural representation should reflect the type of client being served.

REPORT LOGISTICS:

1) Using the data from the Case Management module, calculate the number of clients by ethnic origin.
2) Calculate the total number of clients by totalling the above amounts.
3) Calculate the percentage of clients by ethnic origin using the formula: # CLIENTS BY ETHNIC ORIGIN/TOTAL # OF CLIENTS.
4) Calculate the number of staff members by ethnic origin (from the employee file).
5) Calculate the total number of staff
6) Calculate the percentage of staff by ethnic origin using the formula: # STAFF BY ETHNIC ORIGIN/TOTAL # OF STAFF.

CULTURAL REPRESENTATION OF STAFF VS CLIENT BASE

ETHNIC ORIGIN	# CLIENTS	% CLIENTS	# STAFF	% STAFF
Canadian	40	62	2	40
East Indian	0	0	1	20
Dutch	12	19	0	0
French	4	6	1	20
Greek	8	13	1	20
TOTAL	64	100%	5	100%

4.3 Caseworker Time Breakdown

The attached time reporting reports are examples of the type of data available from the system. These reports can be used to examine long term trends and highlighting inefficiencies in time usage.

The first example is on an individual caseworker (or a specific position). For each service, the most recent breakdown of time is shown in comparison to that caseworker (or position) during the same month of the previous year. The final column shows the average percentage of time spent on each service by other caseworker's at the agency. This report can be more detailed by including a breakdown by each function.

The second example is a summary of time spent on each service for both month and year-to-date. This report can also be more detailed by including the functional breakdown.

TIME REPORTING STATISTICS

CASEWORKER NAME: _____ FOR MONTH OF: _____

SERVICES	CURRENT MONTH	THIS MONTH LAST YEAR	AVERAGE
Residential			
Adoption - Society Initiated			
- Other			
Foster - Regular			
- Special			
- Other			
Institutional			
- Paid			
- Free			
- Society Operated			
Group Care			
- Purchased			
- Society Operated			
Non-Residential			
Prevention			
Family Services			
Community Services			
Brief Services			
Administration			
Other			
Unallocated			
Teaching			
Research			

TIME REPORTING SUMMARY

SERVICES	THIS MONTH		YEAR-TO-DATE	
	CURRENT YEAR	LAST YEAR	CURRENT YEAR	PRIOR YEAR
Residential				
Adoption - Society Initiated				
- Other				
Foster - Regular				
- Special				
- Other				
Institutional				
- Paid				
- Free				
- Society Initiated				
Group Care				
- Purchase				
- Society Operated				
Non-Residential				
Prevention				
Family Service				
Community Services				
Brief Services				
Administration				
Other - Unallocated				
- Teaching Research				
TOTAL	100%	100%	100%	100%

5. CODES

5.1 Program Codes

1. Adoption - Society Initiated
2. Adoption - Other
3. Foster Care - Regular
4. Foster Care - Special
5. Foster Care - Other
6. Institutional - Society Operated
7. Institutional - Other
8. Prevention
9. Family Service
10. Community Service
11. Brief Services
12. Administration
13. Unallocated
14. Teaching
15. Research
16. Vacation
17. Sick Leave.

5.2 Function Codes

1. Court Time
2. Travel
3. Home Visit
4. Office Visit
5. Staff Development
6. Counselling
7. Therapy
8. Assessment
9. Day Care
10. Case Conference
11. Diversion

12. Intake
13. Interviews
14. Investigation
15. Placement Activities
16. Report Writing
17. Volunteer Co-ordination
18. Accounting
19. Property Maintenance
20. Typing/Filing

4. FINANAICAL MODULE

TABLE OF CONTENTS

	TOPIC	PAGE
1.	Overview	107
2.	Data elements	109
3.	General Ledger	111
	3.1 Chart of Accounts	112
	3.2 Accounts Payable/Receivable	129
4.	Budgeting Process	131
5.	Output Documents - Ministry	134
	5.1 Service Plan	134
	5.2 C.A.S. Quarterly Report	146
	5.3 Disposition of Surplus/Reserve Quarterly Statement	147
	5.4 On Request	148
	5.5 Canada Assistance Plan	151
	5.6 Financial Information System	162
6.	Output Documents - Internal	163
	6.1 Payroll	163
	6.2 Foster Home Payments	165
	6.3 Inter-Society Chargebacks	167
7.	Legislative Requirements and Policy	169
	7.1 Legislation	169
	7.2 Policy	170
8.	Retention Periods	172

1. OVERVIEW

The financial aspect of the Children's Aid Society, although it is not the primary function, is an integral part of the functioning of the agency. With proper money management through good planning and careful monitoring, the funds needed to provide the necessary services and programs in the agency's area will be available.

This chapter, then, deals with the:

a) daily internal processing such as accounts payable and receivable and general ledger
b) budget or service planning
c) Ministry reporting requirements
d) examples of internal reporting
e) legislative requirements
f) retention of data

The internal processing section is a general discussion of basic accounting principles. It is not meant to be the definitive accounting method for all Children's Aid Societies. Accounting systems will vary based on agency size and preference of the financial manager in consultation with the Local Director and Board, particularly where there are expenses involved in updating systems.

The budget section deals with the Ministry 'Service Plan' approach to proper budgeting by the agency and funding by the Ministry.

With the implementation of the Service Plan approach, there is little in the way of mandatory Ministry reporting. Agencies with financial problems and Federal reporting requirements make up the majority of information requests.

The section on internal output documents provides examples of the type of reporting required by the agencies themselves. This section can and should be expanded to reflect the needs of each individual Society.

A section detailing the legislative requirements and on retention of data elements complete the Financial module.

Most of the information for the Financial module came from either:

a) the C.A.S. Service Plan/Budget Manual supplied by the Ministry (gold binder published March, 1982).

b) Service Plan instructions and worksheets (pink bound folder for 1983).

2. DATA ELEMENTS

ELEMENT NAME	ACCOUNTING	BUDGET	CASE MGMT	TIME REPT	MANUAL
Agency Address					x
Agency Branch Address					x
Agency Mandate					x
Agency Name					x
Agency Objectives					x
Agency Officials					x
Agency Organization					x
Agency Other Factors					x
Agency Telephone Number					x
Caseworker Deductions - Standard	x				
Caseworker Deductions - Other	x			x	
Caseworker Hours Worked			x		
Caseworker Salary	x				
Child Admit Date			x		
Child Case Type			x		
Child Discharge Date			x		
Child Population			x		
Child Referral Source			x		
Child Wardship Status			x		
Financial Accounts Payable Entry	x				
Financial Accounts Receivable Entry	x				
Financial Additional Funding		x			
Financial Budget		x			
Financial Conclusions - Past Year					x
Financial Cost Apportionment					x
Financial Expenditure - Actual	x				
Financial Expenditure - Estimated	x				
Financial Expenditure - Reforecast					x
Financial Information - Past Year					x
Financial Line Item	x	x			
Financial Program Type	x				x

ELEMENT NAME	ACCOUNTING	BUDGET	CASE MGMT	TIME REPT	MANUAL
Financial Service Type	x				x
Financial Statement Comments					x
Financial Surplus - Amount	x	x			
Financial Surplus - Plans					x
Financial Surplus - Year to Date	x	x			
Resource Name			x		
Resource Number			x		
Resource Type			x		
Service Plan Administration					x
Service Plan Caseflow Analysis					x
Service Plan Long-Range Plans					x
Service Plan Non-Residential Programs					x
Service Plan Non-Residential Services Provided					x
Service Plan - Priority					x
Service Plan Progress - Summary					x
Service Plan Recommendations					x
Service Plan Residential Programs		x			x
Service Plan Residential Services Provided					x
Service Plan Residential Services - New		x			x
Service Plan Residential Services - Unfulfilled		x			x
Service Plan Surplus/Deficit Plan					x

3. GENERAL LEDGER

The general ledger is a history of all financial transactions that occur during the year. It consists of:

a) a chart of accounts
b) accounts payable
c) accounts receivable

The chart of accounts is a table of all the categories to which expenses or income can be charged. These would include the standard line items such as salaries, transportation, food, etc. The breakdown can be more precise by including program, service, location and/or department codes.

The accounts payable section contains a record of each transaction of monies paid out, by the appropriate account code. At the end of the month, the amounts are reconciled and the general ledger is updated.

The accounts receivable section functions the same as the payable section, the difference being that it contains a record of income, such as monthly instalments from the Ministry and municipality, grants, donations and recoveries from parents.

This information is then:

a) consolidated for reporting purposes to the agency's Board of Directors and to the Ministry
b) used to forecast spending to year end
c) produce cheques for payment
d) etc.

3.1 Chart of Accounts

The following pages contain the Ministry's suggested chart of accounts for Children's Aid Societies. Each account corresponds to the line items of the Service Plan. The chart of accounts in this format will provide the "total all services" category of the statement of expenditures. If the more detailed breakdown is required to complete each category of the statement of expenditures, a subcode for program type must also be included in each account. The programs include:

adoption	- society initiated
adoption	- other
foster care	- regular
	- special
	- other
institutional care	- society operated
	- paid
	- free
group care	- society operated
	- purchased
family services	
community services	
administration	

The chart of accounts can be made even more detailed by expanding the account code to include an indicator for location or branch (if there is more than one) and department number. A detailed account code would be comprised of:

2 digit - Ministry line item code
2 digit - line item detail code
1 digit - program indicator
1 digit - location indicator
1 digit - department indicator

3.1.1 Ministry Suggested Chart of Accounts

ASSETS 1000

Cash in Hand and in Bank	1010
Investments	1020
Accounts Receivable	1030
Pre-paid Expenses	1040
Deferred Charges	1050
Fixed Assets	
Land	1060
Buildings	1070
Furniture and Equipment	1080
Vehicles	1090

LIABILITIES 2000

Accounts Payable	2010
Accrued Liabilities	2015
Mortgages Payable	2020
Trust Funds (held for account of others)	2030
Allowance for Depreciation (where applicable)	2040
Equity	2050
Surplus (or deficit)	2060

EXPENDITURE RECOVERIES AND INCOME 3000

3000 Recoveries -	
Sales Tax Recovery	3010
Maintenance Revenue for Wards of Other Societies	3020
Supervision Revenue	3030
Staff Lodging Revenue	3040
Investigations Revenue	3050
Other Expense Recoveries	3090
3100 Income -	
United Way Grants	3110
Membership Fees	3120

Investment Income	3130
Maintenance Income	3140
Family Allowances (Special Allowances)	3150
Other Income	3190
Government Grants and Subsidies	3210
Transfer from Capital Fund	3220

OPERATING EXPENDITURES 4000-5000

4010 Salaries

4100 Employee Benefits -

Pension - Employer's Portion	4110
Group Insurance - Employer's Portion	4120
Medical Plan - Employer's Portion	4130
Unemployment Ins. - Employer's Portion	4140
Canada Pension Plan - Employer's Portion	4150
Workmen's Compensation - Employer's Portion	4160
Other Benefits - Employer's Portion	4190

4200 Building Occupancy -

Care of Building and Grounds	4240
Building Equipment and Furnishings - Maintenance and Repairs	4250
Building Equipment and Furnishings - Purchase (Not exceeding a cost of $300.00 per item)*	4260
Property Insurance and Taxes	
Other Building Occupancy Expense	4290

4300 Office Expense -

Office Supplies	4310
Telephone and Telegraph	4320
Office Equipment - Maintenance	4330
Office Equipment - Purchase (Not exceeding a cost of $300.00 per item)*	4340
Other Office Expense	4390

* Expenditures of over $300.00 apply to capital costs, not operating budget.

4400 Training, Education and Conferences -	
Recruitment Expenses	4410
Educational Conferences and Institutes	4420
Staff Literature and Library	4430
Scholarships and Tuition Aid	4440
Training Equipment Insurance	4450
Other Training and Education Expense	4490
4500 Promotion and Publicity -	
Promotional Media	4510
Benefits, Entertainments, etc.	4520
Annual Meetings	4530
Awards, Prizes, Trophies, etc.	4540
Other Promotion and Publicity Expense	4590
4600 Purchases Services - Non-Medical -	
Legal Fees	4610
Auditing and Accounting Fees	4620
Other Purchased Services - Non-Medical	4690
4700 Travel -	
Lease, Cost, Mileage Payments and Auto Rental	4710
Agency Vehicles - Operating Costs	4720
Automobile Insurance	4730
Other Transportation Costs	4790
4800 Boarding Rate Payments	
4900 Health and Allied Services -	
Medical and Dental Payments	4910
Medical Supplies	4920
Medical Equipment - Maintenance	4930
Medical Equipment - Purchases (Not exceeding a cost of $300.00 per item)*	4940
Other Health Costs	4990

5000 Food Service -	
Food Purchases	5010
Food Service Contracts	5020
Food Service Equipment - Maintenance	5030
Food Service Equipment - Purchases (Not exceeding a cost of $300.00 per item)*	5040
Other Food Service Costs	5090
5100 Clients Personal Needs -	
Clothing and Personal Effects	5110
Bedding and Linen	5120
Laundry and Dry Cleaning	5130
School Supplies	5140
Personal Allowances	5150
Recreation	5160
Other Clothing and Personal Needs	5190
5200 Emergency Assistance -	
Financial Assistance	5210
Homemaker Service	5220
5300 Miscellaneous Expenditures -	
Agency Dues and Fees	5320
Other Miscellaneous Expenses	5390

3.1.2 Description of Accounts

EXPENDITURE RECOVERIES 3000

3010 Sales Tax Recovery
Funds recovered from the sales tax exemption

3020 Maintenance Revenue for Wards from Other Societies
Fees charged to Other Societies for Maintenance of their wards

3030 Supervision Revenue
Income for supervision only, of children from other Societies - currently $2.00 per diem.

3040 Staff Lodging Revenue
Income from staff charged with room and board while residing in a Receiving or Group Home Facility.

3050 Investigations Revenue
Fees charged to the Official Guardian for investigations under the Matrimonial Causes Act.

3090 Other Expense Recoveries
All other Recoveries related to Programs and Sub-Programs or Administration

INCOME 3100-3200

3110 United Way Grants
Funds allocated to the Society by the local United Way.

3120 Membership Fees
Income received from members of the Society.

3130 Investment Income
Income earned by investing in stocks, bonds, etc.

3140 Maintenance Income

Income from payments on behalf of children from parents and others

3150 Family Allowances (Special Allowances)

Income from the transfer of family allowance funds from the family to the Society when a child comes into care.

3190 Other Income

All other Income not listed under any other account

3210 Government Grants and Subsidies

Receipts received from the Federal, Provincial or Municipal Government

OPERATING EXPENDITURES 4000 - 5000

4010 Salaries

This account classification is for reporting total salary payments to all full-time or part-time agency staff. Payments to persons employed by the agency on a fee-for-service basis such as lawyers, auditors, architects or physicians should not be reported here, but under account number 4610, 4620, 4690, 4910 as the case may be.

4100 Employee Benefits

Include under this account classification the employers cost of all employee benefits, e.g.:

- Pension - Employer's Portion
- Group Insurance - Employer's Portion
- Medical Plan - Employer's Portion
- Unemployment Insurance - Employer's Portion
- Canada Pension Plan - Employer's Portion
- Workmen's Compensation
- Other Benefits Paid on Behalf of Employees of the Agency

4200 Building Occupancy

This account classification is for reporting all costs related to the building space or spaces occupied by the agency and the surrounding grounds.

a) Rent of space

Rent paid by the agency for office or other space occupied by the agency, such as garage facilities, is to be reported here. If this rental includes the cost of heat, water or light, the entire sum should be reported under this account.

b) Utilities

This includes the cost of any of the following, unless the cost of one or more of them is included in the rent: heating, fuel, water, gas or electricity.

c) Care of buildings and grounds

Building repairs and the cost of materials for such repairs; cost of maintaining fences and roads on the property.

Janitor supplies such as shovels, rakes, brooms, soaps, detergents, disinfectants; and supplies for washrooms such as paper towelling, toilet paper, soap, electric light bulbs.

Cost of window washing; gardening.

Cost of removing waste - ashes, garbage, rubbish.

Contracts for cleaning or building maintenance.

Note that salaries of janitors and maintenance staff would not be reported here but to Salaries of Agency Staff.

d) Building equipment and furnishings - maintenance

Dry cleaning of draperies, rugs, furniture; laundry. Repair or maintenance of beds in an institution. Repair or maintenance of furnaces and boilers. Repair or maintenance of building equipment such as lawn mowers, and similar equipment used in maintaining the building and grounds. The cost of maintaining equipment or furnishings in an office should be charged to Office Expense.

e) Building equipment and furnishings - purchases

(Not exceeding a cost of $300, each item)

Purchases of new or replacements of old furniture or equipment for a building, such as draperies, beds, tables, chairs, lawn mowers. This would also cover the building or replacement of roads and fences on the agency property.

If the furnishings or equipment are for office use, charge to Office Expense.

f) Property insurance and taxes

Fire Insurance
General Liability Insurance
Boiler Insurance
Elevator Insurance
Property Taxes

g) Other building occupancy expenses

Any building occupancy expense that cannot be reported under the other headings in the Building Occupancy. Examples would be the rental of a piece of building equipment or building furniture; freight or express charges on a piece of building equipment or building furniture.

4300 Office Expense

All expenses incurred in operating the office are to be reported in this account classification.

a) Office supplies

Postage and Stationery (except large amounts used in a promotional campaign, which should be reported under the Promotion and Publicity).

b) Telephone and telegraph

Telephone bills
Cost of telegrams
Charges re messenger service

c) Office equipment - maintenance

Cost of cleaning and repairing typewriters, dictating machines, calculators, adding machines, office desks and furniture, or cost of contracts for such maintenance.

d) Office equipment - purchase

(Not exceeding a cost of $300 per item)
Purchase price of typewriters, office desks, other office furniture, calculators, adding machines, dictating machines, etc., whether as additions or replacements.

e) Other offfice expense

Rental of office equipment such as a calculator, local newspaper subscription, freight charges on a piece of office equipment, fidelity bonds, etc.

4400 Training, Education and Conferences

This account classification is designed to cover all costs incurred by the agency in the recruitment and education of staff members and students in training. Any cost of recruiting or training volunteers should also be shown in this account.

a) Recruitment expenses

Cost of advertising for staff or volunteers. Travel expenses of prospective out-of-town staff members for in-person interviews. Moving expenses of newly hired out-of-town staff members.

b) Educational conferences and institutes

This account is intended to cover all registration, travel and living expenses incurred by the agency in sending staff members, volunteers etc. to regional and national conferences, such as social welfare conferences, workshops or institutes. The travel and other costs incurred by an agency in bringing in an outside consultant to conduct a training institute in the agency should also be reported here.

c) Staff literature and library

Cost of staff books and periodicals supplied by the agency. This includes binders, card indexes, book shelves, magazine racks, etc. to operate staff library.

d) Scholarships and tuition aid

Any scholarships or tuition aid supplied by the agency for students is to be shown here. This includes tuition paid by the agency for staff members on educational leave. Tuition payments for short institutes attended by staff should be reported in Educational Conferences and Institutes.

e) Training equipment insurance

Insurance premiums for damage or loss of equipment used in training staff, students or volunteers.

f) Other training and education expenses

Expense incurred by the agency in the education of staff, students or volunteers that cannot be reported under any other heading in this classification should be reported here.

4500 Promotion and Publicity

The cost of any promotional and publicity efforts by the agency, including any fund raising activities, is to be reported in this account classification.

a) Promotional media

Cost of promotional pamphlets, posters, pictures, advertisements, radio and TV announcements, TV or radio scripts, annual reports. Cost of packaging and mailing promotional literature.
Stationery supplies used for promotional purposes.
Cost of membership drives and approved fund raising activities.

b) Benefits, entertainments, etc.

Cost of agency teas and entertainment for educational or promotional events should be reported here.

c) Annaual meetings

Cost of agency annual meetings including refreshments, honorarium paid to a speaker, travel expenses or speaker, printing and mailing of invitations, advertising of the annual meeting, rental fee for meeting place, etc.

d) Awards, prizes, trophies, etc.

Cost of awards given staff members or volunteers for services rendered, awards for outstanding work in the field in which the agency works, awards given agency members for distinctive achievements, etc.

e) Other promotion and publicity expense

Promotional, approved fund raising or publicity expense that cannot be reported under any other heading in this classification.

4600 Purchased Services - Non-Medical

This account classification is designed for reporting the costs incurred by an agency in purchasing all non-medical services for administration, that it requires, for which it does not employ regular members of the staff.

a) Legal fees

Legal fees paid by the agency whether for the agency itself or the clients it serves, court costs, cost of notes in legal publications, etc.

b) Auditing and acccunting fees

Fees paid for auditing the agency books. Fees paid to datacentres for bookkeeping services. Salaries for regular bookkeeping services should be reported in Salaries if the bookkeeper is on the agency staff.

c) Other purchased services - non-medical

The cost of other services purchased by the agency on a fee-for-service basis:
Architectural and Engineering fees
Tutor's fees
Consultant's fees
Fees paid to organizations such as Office Assistance for temporary clerical help
Bank service charges

4700 Travel

This account classification is to cover staff travel costs. It also includes transportation that relates to costs paid by the agency in rendering services to clients that the agency is in the business of providing, (e.g. cost of transporting a baby to an adoptive home).

a) Lease cost, mileage payments and auto rental plans

Mileage payments to staff, students, volunteers etc. for travel incurred in rendering service to the agency's clients.

Lease and rental cost for cars to be used in rendering services to the agency's clients.

Parking fees (on own car, leased or agency owned car).

b) Agency vehicles - operating costs

The cost of repairing and maintaining agency and leased cars used in rendering services to the clients served by the agency.

c) Automobile insurance

Auto insurance paid by the agency including collision, liability, property damage, fire, theft, non-ownership insurance.

d) Other transportation services

Other transportation costs (including hotel and meals if an overnight trip) paid by the agency.
Bus or car fare
Taxicab fares

4800 Boarding Rate Payments

This account classification is intended to show boarding rate payments made by an agency for its clients either to a foster family or to another agency or institution. Clothing and spending allowance is to be reported in their respective categories. Detailed boarding rate data is available from the foster payment sub-ledger.

4900 Health and Allied Services

This account classification is designed to show the expenditures of an agency for the purchase of health and allied services.

a) Medical and dental services payments

Fees paid to physicians and dentists
Psychiatric fees
Nursing fees
Payments for physical therapy service
Payments to hospitals, nursing homes, clinics, convalescent homes.

b) Medical supplies

Agency payments for drugs, dressings and medications, medical appliances, dentures, eye glasses, hearing aids, nurses bags, medical laundry (including nurses' uniforms and aprons), and x-ray film and supplies.

c) Medical equipment - maintenance

The cost of repairing and maintaining equipment used by physicians, dentists and nurses in the care and treatment of clients. This account number also covers equipment used in hearing and speech work, including such equipment as tape recorders and reading materials. Also included is the repair and maintenance of equipment used to ship medical supplies.

d) Other health service costs

Ambulance and Laboratory services, medical equipment rental, etc.

5000 Food Service

This account classification is for showing the costs incurred by an agency that provides for, or purchases food for its clients or for those living in institutions.

a) Food purchases

The cost of food to be prepared or already repared. This item also covers food prepared for canteens.

b) Food service contracts

The cost of contracts with suppliers of meals would be shown here.

c) Food service equipment - maintenance

The cost of maintaining and repairing stoves, dishwashers, kitchen utensils, dining room furniture, and other dining room and kitchen equipment should be reported here.

d) Food service equipment - purchases
(Not exceeding $300. per item)
The cost of purchasing new or used stoves, dishes, kitchen utensils, dining room furniture and linens is to be reported here, whether additions or replacements. Also to be reported here is the cost of materials and labour for making new kitchen or dining room equipment.

e) Other food service costs
Any cost incurred by an agency in providing food for its clients which cannot be reported under any other heading in this classification e.g. cooking fuel, laundry of table linens, rental of food services equipment, and table linens or the freight, charges on a piece of food service equipment.

5100 Clients Personal Needs

This account classification is to show the costs incurred by an agency in providing clothing and meeting the personal needs of its clients.

a) Clothing and personal effects
Clothing, Toiletries and Cosmetics.

b) Bedding and linen
Sheets
Pillowcases
Mattresses and mattress protectors or covers
Blankets
Bathroom towels and washcloths
Rental for bedding linen

c) Laundry and dry cleaning
Personal laundry and dry cleaning for residents of institutions and other clients paid for by the agency.
Laundry of bedding linen.

d) School supplies

School supplies purchased by an agency for the children. This includes the cost of books as well as book rentals and the cost of other school supplies.

e) Personal allowances

Spending money for persons, such as money for haircuts.

f) Recreation

This account classification is for showing the cost of recreation and informal education programs by agencies, e.g. recreation supplies and equipment (less than $300.00), recreation equipment - maintenance; repairs; recreation activities liability insurance and summer and other recreation program costs.

g) Other clothing and personal needs

Any other clothing or personal needs costs of persons in foster care or living in institutions that cannot be reported under other headings in this classification. For example, car or bus fares or other travel expenses of persons in foster care or living in institutions.

5200 Emergency Assistance

a) Financial assistance

Financial assistance whether in the form of a loan or grant or whether cash or "in kind" to clients for food, shelter, clothing or any other expense including train tickets or other transportation costs. A common example is money given to a transient for train fare or bus fare or for temporary lodging.

Financial help given to persons in the agency's care should be reported under Clients Personal Needs.

b) Homemaker service

Feeds paid by the agency for the purchase of homemaker services.

5300 Miscellaneous Expenditures

This account classification is intended to show all expenditures that do not fit under any of the other expenditure account classifications.

All expenditures on capital and non-recurring items should be part of the Service Plan and included in the Estimate of Net Expenditures. For such items, provide an explanatory note identifying the item, its cost and the reason for the purchase. It is expected that funds for all expenditures on capital and non-recurring items will come from the base allocation to the Society.

a) Agency dues and fees

Agency dues to international, national, provincial or other affiliated organizations are to be included here. Also include here dues paid by the agency to other service organizations.

b) Other miscellaneous expense

Any expense that will not fit elsewhere, please specify.

3.2 Accounts Payable / Receivable

The accounting process is the foundation upon which future service delivery goals and decisions are made within the agency. Every individual expenditure or recovery totals to provide the exact cost of each program or service offered when the base data is captured in the appropriate manner.

Each agency must maintain some type of basic accounting system. The complexity will vary depending on the size of the agency and the sort of reporting expected. These factors will also determine whether the agency may wish to computerize their accounting system.

Every debit and credit is posted to the appropriate account code (from the chart of accounts). At the end of each month, the accounts are balanced and the general ledger is updated. In this manner, the C.A.S. accounting system would function as any standard accounting procedure. There are, however, two main sub-ledgers that are specific to Children's Aid Societies.

Approximately 45% of an agency's budget is allocated to salaries and another 45% to boarding home payments for a total of 90% of the agency's budget. For this reason, special attention is given to these account types. Both payroll and foster home payments are discussed later in this paper as agency output documents. here they are discussed in terms of the accounting procedure required to handle them:

1) Payroll

The salary account records the amount paid to all employees at the regular payroll intervals. A separate file must also be kept with a record for each employee. That account would contain more detailed information regarding the employee's salary, such as the monthly or annual salary amount, any overtime owing, deductions to be made for taxes, UIC, CPP, etc., and other deductions, such as leave of absence, extended illness, etc. Calculations are made using these detailed figures to arrive at the payroll amounts found in the salaries account of the general ledger.

2) Boarding Home Payments

A special file must be kept for each foster family. The file would contain the board rate for each child under their care, the number of days that each child has been residing with them during that pay period and any other special rates such as clothing, travel, medical, etc. The amount owing for each child is calculated, then totalled into the amount for each foster home. The total of all foster home payments is the amount entered into the boarding home payments accounts of the general ledger.

4. BUDGETING PROCESS

A budget is defined as a plan of future action expressed in monetary terms and "budgeting" is the process of planning future action.

A budget is also a powerful management tool, designed to provide a measurement of objectives against performance. It is important, both as an internal management device and as a Ministry monitoring tool.

The "Children's Aid Society Service Plan" is the Ministry's endeavour to induce the agencies to properly plan and budget for the next year and to set the foundation for the following years. The Service Plan also provides the communication link between the Ministry, who is providing funds, and the agency, who is providing services to the community, based on the mandate set forth in the Service Plan.

The following pages contain a copy of the 1983 Service Plan. It will be discussed here in general terms. For more detail on completing the Service Plan or for clarification, refer to one of the following documents:

1) Instructions and Worksheets (that accompany the Service Plan)
2) C.A.S. Service Plan/Budget

The Service Plan is made up of six parts:

Part 1: who and where we are
Part 2: recommendations for upcoming year
Part 3: upcoming year plan
Part 4: priority options
Part 5: long range plans
Part 6: monitoring of Society operations

Part 1 contains a great deal of narrative about the general goals of the agency and any conclusions reached from the previous year's operation. A number of statistics are also requested in child population, referral sources, child admissions and average length of stay. Lastly, a copy of the past year's unaudited financial statement is required.

Part 2 is strictly a narrative describing the overall direction for the upcoming year based on changes to be made in the delivery of services.

Part 3 is the section where the actual planning and budgeting process for the upcoming year is done. It involves both narrative and numeric representation of the planned services. Narratives include objectives, summary residential and non-residential programs and administrative services and manpower changes. An estimate of expenditure for each line item by program is required. The breakdown of costs between the Province and the municipalities, plans for year-end surplus/deficit and the bottom line estimate page are also calculated here.

Part 4 provides a means for agencies to priorize modifications to their plan should expenditure be higher or lower than allocated.

Part 5 is a narrative addressing any external or internal issues that may require a planning time frame of more than one year (e.g. population shift, new O.H.C. projects, etc.).

Part 6 deals with the routine financial monitoring that is required by the Ministry of all Societies. This part is covered in this report in more detail in the next section.

When completed, the Service Plan is then reviewed and accepted by the Area office before it is sent on to the Ministry for finalization.

For large agencies, the Service Plan process may be conducted separately for each branch or department first and then consolidated into the "Submission to the Ministry" version of the Service Plan.

During the year, the budget may be reforecast to reflect changes in service delivery or other Society operations. If the reforecast shows an increased total year-end expenditure, an Exceptional Circumstances Review may have to be initiated.

INTRODUCTION

THIS PACKAGE CONTAINS THE FORMS THAT SHOULD BE PREPARED AND SUBMITTED TO THE MINISTRY AS YOUR 1983 SERVICE PLAN.

THESE FORMS ARE IDENTICAL TO THE WORKSHEETS IN THE ACCOMPANYING DOCUMENT. IF NECESSARY, EXTRA COPIES CAN BE OBTAINED THROUGH YOUR AREA OFFICE.

PART I - WHO AND WHERE WE ARE

SECTION 1. INTRODUCTION

Society Name:

Address of Head Office:

Phone Number:

Other Office Addresses:

Officials of the Society:

- o President
- o Board Members
- o Local Government representatives
- o Local Director

SECTION 2. ORGANIZATION AND MANPOWER

See Appendix A for Samples

SECTION 3. MANDATE AND GENERAL GOALS

PART I - WHO AND WHERE WE ARE

SECTION 4. OVERVIEW/BACKGROUND FROM 1982 AND PREVIOUS YEARS

a) Principal Objectives of the 1982 Service Plan and Achievements

i) Achievements

ii) Shortfalls

b) List of Objectives to be Carried Over to the 1983 Service Planning Year

PART I - WHO AND WHERE WE ARE

SECTION 5. OTHER FACTORS AFFECTING THE 1983 SERVICE PLAN

a) Reviews/Special Circumstances

b) Other Socio-Demographic and Socio-Economic Information

Analysis and Implications

c) Community Child Population (the catchment area we serve)*

Age Group	1977	1978	1979	1980	1981	1982	1983	1984	1985	1986
Less than 1										
1 & 2										
3 & 4										
5 & 6										
7, 8 & 9										
10, 11, & 13										
16 & 17										
Total										

* Available in C.A.S. Information Package

Analysis

PART I - WHO AND WHERE WE ARE

SECTION 6. CHILD/CASE FLOW INFORMATION

a) Referral Source

Source	Number of Referrals
Child (self)	
Family	
Police	
Court	
Medical	
School	
Other CAS	
Other (specify)	
Total	

Analysis

b) Child Flow

Admissions/Cases Opened	1980	1981	1982
1. Residential			
a) New Admissions to Care			
b) Re-admissions			
c) Total			
d) % Re-admissions of Admissions			
e) Discharges/Cases Closed			
2. Non-Residential			
a) New Cases			
b) Re-openings			
c) Total			
d) % Re-openings of Openings			
e) Discharges/Cases Closed			
f) Brief Services			

Analysis

PART I - WHO AND WHERE WE ARE

SECTION 6. CHILD/CASE FLOW INFORMATION

c) Average Length of Stay - Residential
(for all cases discharged within the year)

Location	Average Length of Stay 1980	1981	1982
C.A.S. Internal:			
Foster Home			
Group Home			
Receiving Home			
C.A.S. External:			
Direct Cost			
- Full Pay			
- Part Pay			
Indirect Cost			
Independent Living			

Analysis

d) Children in Care and Children Being Specially Resourced by Status
(as of December 31, 1982)

Status	1980	1981	% Change 1980-81	1982	% Change 1981-82
Crown Ward					
Society Ward					
Special Needs Agreement					
Care by Agreement					
Non-Wards					
Total					
Special Services					
Subsidized Adoption					
Extended Maintenance					
Other Society Wards					
Total					

Analysis

PART I - WHO AND WHERE WE ARE

SECTION 6. CHILD/CASE FLOW INFORMATION

e) Days Care by Location (Average Number in Care)[1]

Location:	1980 Days Care	1980 Avg. Child in Care	1981 Days Care	1981 Avg. Child in Care	1982 Days Care	1982 Avg. Child in Care	1982 Avg. Per Diem
Own Children in Care							
Adoption Probation							
Regular Foster Home							
Special Foster Home							
Group Home							
Receiving Home							
Outside Institution							
Direct Cost: (Specify type) - full pay							
- part pay							
Indirect Cost:							
Independent Living							
Other (specify)							
Own Children in Other Societies' Care							
Adoption Probation							
Regular Foster Home							
Special Foster Home							
Group Home							
Receiving Home							
Outside Institution							
Direct Cost: (Specify type) - full pay							
- part pay							
Indirect Cost:							
Independent Living							
Other (specify)							
Children in Care from Other Societies							
Adoption Probation							
Regular Foster Home							
Special Foster Home							
Group Home							
Receiving Home							
Outside Institution							
Direct Cost: (Specify type) - full pay							
- part pay							
Indirect Cost:							
Independent Living							
Other (specify)							

1. Divide days care by 365 (by 366 for 1980) to calculate average child in care.

PART I - WHO AND WHERE WE ARE

SECTION 6. CHILD/CASE FLOW INFORMATION

Analysis

PART I - WHO AND WHERE WE ARE

SECTION 7. RESIDENTIAL SERVICES 1982

Services Provided	Analysis
a) Adoption (list services)	
b) Foster Family Care (list services)	
c) Institutional Care (list services)	
d) Group Care (list services)	

PART I - WHO AND WHERE WE ARE

SECTION 8. NON-RESIDENTIAL SERVICES 1982

Services Provided	Analysis
Family Services (list services)	
Community Services (list services)	

Statement of Expenditures Unaudited

For 19__

	Total all Services	Residential											Non Residential		Administration
		Total	Adoption		Foster Family Care			Institutional Care			Group Care		Family Services	Community Services	
			Society Init.	Other	Reg. Care	Spec. Care	Other Care	Soc. Oper.	Direct Cost	Indirect Cost	Soc. Oper.	Purch. Of Service			
	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
A. Salaries															
B. Employee Benefits															
C. Building Occupancy															
D. Office Expenses															
E. Training, Education & Conference															
F. Promotion & Publicity															
G. Purchased Services (non-medical)															
H. Travel															
I. Boarding Rate Payments															
J. Health & Allied Services															
K. Food Services															
L. Clients' Personal Needs															
M. Emergency Assistance															
N. Miscellaneous Expenditure															
O. Total Expenditures															
P. Expenditure Recoveries (1)															
Q. Net Expenditures															
R. Allocation of Administration (2)															
S. Net Program Expenditures															
T. Income Allocation (3)															
U. TOTAL															

1814 (8/82)

Schedule of Variance Projections

	A 1982 Society Projected Expenditures *	B Additional 1982 Funding	C 1982 Actual Expenditures (unaudited)	D Variance (A+B) C	Comments
Salaries					
Employee Benefits					
Building Occupancy					
Office Expenses					
Training, Education & Conference					
Promotion & Publicity					
Purchased Services (non-medical)					
Travel					
Boarding Rate Payments					
Health & Allied Services					
Food Services					
Clients Personal Needs					
Emergency Assistance					
Miscellaneous Expenditures					
Expenditure Recoveries					
Income Allocation					
Capital Costs					
Non-Recurring Costs					
Total Expenditures					

1013 (6/82)

* Total to equal 1982 approved allocation.

PART I - WHO AND WHERE WE ARE

SECTION 9. FINANCIAL INFORMATION FROM 1982

c) Primary Factors Affecting Year-End Position - Surplus/Deficit

PART I - WHO AND WHERE WE ARE

SECTION 10. ANALYSIS AND CONCLUSIONS FROM 1982 SERVICE PLAN

a) Analysis

b) Conclusions

(list).

PART II - RECOMMENDATIONS FOR 1983

List Recommendations

PART III - 1983 PLAN

SECTION 1. OBJECTIVES FOR 1983

a) Unfulfilled 1982 objectives which need to be addressed in 1983

i) Residential Services:

- o Adoption
- o Foster Family Care
- o Institutional Care
- o Group Care

ii) Non-Residential Services:

- o Family Services
- o Community Services

iii) Administrative/Organizational Services and or Activities

PART III - 1983 PLAN

SECTION 1. OBJECTIVES FOR 1983

b) New Objectives for 1983

i) Residential Services:

- o Adoption
- o Foster Family Care
- o Institutional Care
- o Group Care

ii) Non-Residential Services:

- o Family Services
- o Community Services

iii) Administrative/Organizational Services and or Activities

a) Adoption Services (Columns 3 and 4, Estimate of Expenditures)

	Society Initiated			Other Adoptions		
	1982 Actual	1983 Projected		1982 Actual	1983 Projected	
Total cost of program	$	$	%	$	$	%
% change 1982 to 1983						
Number of adoption applications processed						
Number of children placed on adoption probation						
Number children legally adopted						
Other service data (optional)						
Cost per adoption completed	$	$		$	$	

Description and Commentary

Related Objectives (from pages 2 - 4)

b) Foster Family Care (Columns 5 and 7, Estimate of Expenditures).

	Regular Care			Special Care			Other Care	
	1982 Actual	1983 Projected	%	1982 Actual	1983 Projected	%	1982 Actual	1983 Projected
Total cost of program % change 1982 to 1983	$	$		$	$		$	$
Number of own Society's children receiving foster care during year								
Number of other Societies' children receiving care during year								
Days care (own Society's children)								
Days care (other Societies' children)								
Other service data (optional)								
Per Diem, % change 1982 to 1983	$	$	%	$	$		$	$

Description and Commentary

Related Objectives (from Part III pages 2 - 6).

c) Institutional Care (Columns 8 and 10, Estimate of Expenditures).

	Society Operated			Direct Cost			Indirect Cost	
	1982 Actual	1983 Projected	%	1982 Actual	1983 Projected	(%)	1982 Actual	1983 Projected
Total cost of program % change 1982 to 1983	$	$	%	$	$	%	$	$
Number of own Society's children								
Number of other Societies' children								
Days care (own Society's children)								
Days care (other Societies' children)								
Other service data (optional)								

Description and Commentary

Related Objectives (from Part III pages 2 - 4):

d) Group Care (Columns 11 and 12, Estimate of Expenditures).

	Society Operated			Purchase of Service	
	1982 Actual	1983 Projected		1982 Actual	1983 Projected
Total cost of program % change 1982 to 1983	$	$	%	$	$ %
Number of own Society's children receiving care during the year					
Number of other Societies' children receiving care during the year					
Total days care (own Society's children)					
Total days care (other Societies' children)					
Other service data (optional)					

Description and Commentary

Related Objectives (from Part III pages 2 - 4)

e) Residential Service Volume/Days Care

Days Care

Location:	For Children in Care December 31, 1982	For New Admissions 1983	Total Planned Days Care 1983	Estimated Average per Diem 1983	Estimated Cost 1983
Own Children in Care					
Adoption Probation					
Regular Foster Home					
Special Foster Home					
Group Home					
Receiving Home					
Outside Institution					
Direct Cost: (Specify type) - full pay					
- part pay					
Indirect Cost:					
Independent Living					
Other (specify)					
Own Children in Other Societies' Care					
Adoption Probation					
Regular Foster Home					
Special Foster Home					
Group Home					
Receiving Home					
Outside Institution					
Direct Cost: (Specify type) - full pay					
- part pay					
Indirect Cost:					
Independent Living					
Other (specify)					
Children in Care from Other Societies					
Adoption Probation					
Regular Foster Home					
Special Foster Home					
Group Home					
Receiving Home					
Outside Institution					
Direct Cost: (Specify type) - full pay					
- part pay					
Indirect Cost:					
Independent Living					
Other (specify)					

PART III - 1983 PLAN

SECTION 3. PLANNED NON-RESIDENTIAL PROGRAM/SERVICES FOR 1983

a) Family Services (Column 13, Estimate of Expenditures).

	1982 Actual	1983 Projected	
Number of children served			
Number of families served			
Other service data			
Cost of program % change 1982 to 1983	$	$	%

Description and Commentary

Related Objectives

b) Community Services (Column 14, Estimate of Expenditures).

	1982 Actual	1983 Projected	
Number of committees, workshops sessions, groups			
Cost of program % change 1982 to 1983	$	$	%

Description and Commentary

Related Objectives

PART III - 1983 PLAN

SECTION 3. PLANNED NON-RESIDENTIAL PROGRAM/SERVICES FOR 1983

c) Non-Residential Service Volume/Cases

Service Type	Year End 1982 Cases Carried Forward	Projections: Case Openings	Projections: Case Closings	Year End 1983 Projected Cases	Estimated Cost
Total					

PART III - 1983 PLAN

SECTION 4. SUMMARY OF RESIDENTIAL AND NON-RESIDENTIAL

a) Summary of Residential (Columns 3-12, Estimate of Expenditures).

	1982 Actual	1983 Projected	% Change
Number of children on adoption probation			%
Number of children legally adopted			%
Number of children in care (excluding adoptions)			%
Cost of all residential services/programs	$	$	%

b) Summary of Non-Residential (Columns 13 and 14, Estimate of Expenditures).

	1982 Actual	1983 Projected	% Change
Number of children served			%
Number of cases served			%
Number of services (specify i.e. committees, group sessions, etc.)			%
Cost of all non-residential programs	$	$	%

PART III - 1983 PLAN

SECTION 3. PLANNED ADMINISTRATIVE SERVICES FOR 1983

(Column 15, Estimate of Expenditures including Management and Organizational Activities).

- Description and Commentary

- Related Objectives

PART III - 1983 PLAN

SECTION 6. ORGANIZATION AND MANPOWER CHANGES

DEPARTMENTS (as identified in Organization Chart Part I, Section 2)	STAFF AS AT DEC. 31/82 (specify by program and staff type. Numbers must equal those from Chart Part I Section 2)	ADDITIONAL POSITIONS (specify by program and staff type)	REDUCTION OF POSITIONS (specify by program and staff type)
Department			
Department			
Department			
Department			
Department			
Department			

Estimate of Net Expenditures

For 19

	Total all Services	Residential												Non Residential		Administration
		Total	Adoption		Foster Family Care			Institutional Care			Group Care			Family Services	Community Services	
			Society Init	Other	Reg Care	Spec Care	Other Care	Soc Oper	Direct Cost	Indirect Cost	Soc Oper	Purch Of Service				
	$	$	$	$	$	$	$	$	$	$	$	$		$	$	$
	1	2	3	4	5	6	7	8	9	10	11	12		13	14	15
A. Salaries																
B. Employee Benefits																
C. Building Occupancy																
D. Office Expenses																
E. Training, Education & Conference																
F. Promotion & Publicity																
G. Purchased Services (non-medical)																
H. Travel																
I. Boarding Rate Payments																
J. Health & Allied Services																
K. Food Service:																
L. Clients' Personal Needs																
M. Emergency Assistance																
N. Miscellaneous Expenditure																
O. Total Expenditures																
P. Expenditure Recoveries (1)																
Q. Net Expenditures																
R. Allocation of Administration (2)																
S. Net Program Expenditures																
T. Income Allocation (3)																
U. TOTAL																

1814 (8/82)

Non Residential Services Worksheet

	Total Non Residential Services	Total Family Services	Family Services (13)					Total Community Services	Community Services (14)						
			Adoption Subsidies												
	$ 1	$ 2	$ 3	$ 4	$ 5	$ 6	$ 7	$ 8	$ 9	$ 10	$ 11	$ 12	$ 13	$ 14	$ 15
A. Salaries															
B. Employee Benefits															
C. Building Occupancy															
D. Office Expenses															
E. Training, Education & Conference															
F. Promotion & Publicity															
G. Purchased Services (non-medical)															
H. Travel															
I. Boarding Rate Payments															
J. Health & Allied Services															
K. Food Services															
L. Clients' Personal Needs															
M. Emergency Assistance															
N. Miscellaneous Expenditure															
O. Total Expenditures															
P. Expenditure Recoveries (1)															
Q. Net Expenditures															
R. Allocation of Administration (2)															
S. Net Program Expenditures															
T. Income Allocation (3)															
U. Total															

1942 (B/B2)

Proration and Division of Costs for Determination of Payments by Province and Municipalities

Name of Society_____

19 . . . . . Estimated Net Expenditures		
1. Children in Care	**Total**	**Province**	**Municipality**
	Column 1	Column 2	Column 3
(a) Cost for children in Care			
(b) Less: Allocation to the Province for: 1) Indian Children's Cost 2) Other Provinces Children Cost			
(c) Adjusted cost for children in Care (1a - 1b)			
(d) Less: Provincial share 80% of (1c)			
(e) Sub-total (1c - 1d)			
(f) Allocate balance referable to municipalities and to Province re: Unorganized Territory (Calculation Sheet (c))			
(g) Total prorated costs children in Care (1b + 1d + 1f)			

2.- Other Services	**Total**	**Province**	**Municipality**
	Column 1	Column 2	Column 3
(a) Cost of other services			
(b) Less: Allocation to Province for: 1) Indian Children's cost 2) Other Provinces Children			
(c) Adjusted other services cost (2a - 2b)			
(d) Less: Provincial share 80% of (2c)			
(e) Sub-total (2c - 2d)			
(f) Allocate balance referable to municipalities and to Province re: Unorganized Territory (Calculation Sheet (d))			
(g) Total prorated costs other services (2b + 2d + 2f)			
(h) Total costs all services (1a + 2a) for total - (1g + 2g) for Province and municipality respectively			

Determination of Municipalities and Unorganized Territory Share of Adjusted Costs

Name of Society_____

Municipality Unorganized Territory	Services For Children in Care			Other Services		Total Share Payable in 19
	Other Children in Care 19.....		Share 19.....	Population 19.....	Share 19.....	Share of 19 Estimate Col 4 & 6
	Actual		Estimate	Actual	Estimate	
	Children	%	$	%	$	$
Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
a. Total Municipalities						
b. Unorganized Territory						
c. Total		100%		100%		

1815 (9/82)

Calculation Sheet

Name of Society ____ _____

			19__ (Previous Year) Actuals	19__ (Current Year) Estimates
(a) Indian Children Cost–Children in Care				
Child days care to Indian Children / Total Child days Care (Including Adoption Days)	X	Expenditure for Children in Care (See instructions for dollar amounts to be included)		x $
				= $
(b) Indian Services Cost–Other Services				
Time Units re Indian Services / Total Program Time Units	X	Expenditure for other Services (See instructions for dollar amounts to be included)		x $
				= $
(c) Provincial share re Unorganized Territory–Children in Care				
Unorganized Territory Children in Care / Total Children in Care excluding Indian Children	X	Balance all Municipalities including unorganized territories (See instructions for dollar amounts to be included)		x $
				= $
(d) Provincial share re Unorganized Territory–Other Services				
Unorganized Territory Population / Total Population	X	Balance all Municipalities including unorganized territories (See instructions for dollar amounts to be included)		x $
				= $
(e) Other Provinces Children Cost–Children in Care				
Child days care to Other Provinces Children / Total Child days Care (Including Adoption Days)	X	Expenditure for Children in Care (See instructions for dollar amounts to be included)		x $
				= $
(f) Other Provinces Children Cost–Other Services				
Time Units re Other Provinces Children / Total Program Time Units	X	Expenditure for other Services (See instructions for dollar amounts to be included)		x $
				= $

1817 (B/92)

Note: Societies are requested to submit the figures used in their calculations to facilitate arithmetical check by the branch.

PART III - 1983 PLAN

SECTION 9. PLANS FOR 1982 YEAR-END ACCUMULATED SURPLUS/DEFICIT

a) Plans Regarding Previous Year's Surplus/Deficit

Residential

Non-Residential

Administration

b) Use of Accumulated Surplus Funds (if applicable)

	Service/Activity	Implications/Cost
Residential		
Non-Residential		
Administration		

c) Designated Funds

Purpose of Reserve	Balance on December 31/82	Expected Expenditure in 1983 (purpose/amount)

SCHEDULE 1

ESTIMATE OF EXPENDITURE OF ACCUMULATED SURPLUS FUNDS

	Total all Services	Residential											Non Residential		Administration
		Total	Adoption		Foster Family Care			Institutional Care			Group Care		Family Services	Community Services	
			Society Init.	Other	Reg. Care	Spec. Care	Other Care	Soc. Oper.	Paid	Free	Soc. Oper.	Purch. Of Service			
	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
A. Salaries															
B. Employee Benefits															
C. Building Occupancy															
D. Office Expenses															
E. Training, Education & Conference															
F. Promotion & Publicity															
G. Purchased Services (non-medical)															
H. Travel															
I. Boarding Rate Payments															
J. Health & Allied Services															
K. Food Services				1											
L. Clients' Personal Needs															
M. Emergency Assistance															
N. Miscellaneous Expenditure															
O. Total Expenditures															

Part III page 38(a)

SCHEDULE 2
ESTIMATE OF EXPENDITURE OF ACCUMULATED SURPLUS FUNDS - CAPITAL AND NON-RECURRING 1982

Cost of Furnishings Equipment and Vehicles (For all Items)

NAME OF SOCIETY.....

Description Of	No. Of Items / Cost per Item	Children In Care	OTHER SERVICES			Total All Services
			Family Services	Community Services	Total	
Programs	(1)	(2)	(3)	(4)	(5)	(6)
(a) Replacement						
New						
Administration (split between columns 2, 3 & 4 on the basis of Net Expenditures – Line Q – Pages 4 or 5).						
(a) Replacement						
(b) New						
(c) TOTAL Estimate for 1982						

Extra-Ordinary and Non-Recurring Costs

Programs						
Administration (split between columns 2, 3 & 4 on the basis of Net Expenditures – Line Q – Pages 4 or 5).						
a. TOTAL Estimate for 1982						
TOTAL CAPITAL AND NON-RECURRING						

PART III - 1983 PLAN

SECTION 11. 1983 BUDGET ESTIMATE ("BOTTOM LINE PAGE")

I A. Expenditure Forecast

1. Total residential budget Estimate (Col. 2 line U Part III page 26) $____

2. Total non residential Budget estimate (Col. 1 line U Part III page 28) $____

3. Total forecasted estimate of net expenditure for 1983 $____

B. Revenue Forecast

1. 1983 base allocation $____

2. Other adjustments $____

3. Total revenue $____

II Estimate of Net Expenditure and Amounts Payable by the Province and Municipality(ies)

	Province	Municipality(ies)	Total
Estimate of Net Expenditures for 1983	$_____	$_____	$____
	_____%	_____%	____%

Approved by:

On behalf of the board (Title)	On behalf of the Municipality (Title)	Area Manager On behalf of the Minister of Community and Social Services
Date	Date	Date

PART III - 1983 PLAN

SECTION 11. 1983 BUDGET ESTIMATE ("BOTTOM LINE PAGE")

III Total Expenditures on Operations

1.	Estimate of Net Expenditures for 1983 (as per I A 3 above)	$	
2.	Add: Expenditures on Operations from prior year Surplus Details		
	Sub total	$	
	Total Expenditures on Operations		$

IV Summary of Planned Disposition of Accumulated Surplus Funds

A.	Operating Balance Dec. 31, 1982		
1.	Surplus from 1982	$	
2.	Net balance available from previous years' surpluses	$	
	Total		$
B.	Planned Uses 1983		
1.	Operating Expenditure, as per Schedule I	$	
2.	Capital/Non-Recurring Expenditures, as per schedule 2	$	
	Sub-Total (B1 and B2)	$	
3.	Other (Specify, e.g. payment of deficit)	$	
4.	Balance in designated funds see Policy Directive dated March 15, 1983. List each item and amount, e.g. Contingency Funds, Self-Insurance Funds, Special Purpose Funds.	$	
	Sub total (B4)	$	
	Total of B (must equal total of A)	$	

PART III - 1983 PLAN

SECTION 11. 1983 MONTHLY FORECAST OF EXPENDITURES

	J	F	M	A	M	J	J	A	S	O	N	D	Total
Residential $													$
Non Residential $													$
Total $													$

PART IV - PRIORITY OPTIONS

a) Higher level of Society Expenditure

	Program/Service/Activity	Savings
First		
Second		
Third		
Fourth		

b) Lower level of Society Expenditure

	Program/Service/Activity	Expenditure
First		
Second		
Third		
Fourth		

PART V - LONG RANGE PLANS AND COMMUNITY PLANNING CONSIDERATIONS

Long Range Plans and Community Planning Considerations

PART VI - MONITORING OF SOCIETY OPERATIONS

SECTION I. QUARTERLY REPORT

Ministry of Community and Social Services

C.A.S Quarterly Report

...ildren's Aid Society of _____ Facility code

Quarter ending D M Y

Protection and prevention services	Number of Cases	Number of Children involved
1 Total cases carried over from last quarter (see item 8 of report of last quarter)		
2 New cases opened during quarter		
3 Re opened cases during quarter		
4 Transfers to protection/prevention caseload from in care status during quarter		
5 Total cases served during quarter (Total items 1, 2, 3 & 4)		
6 Cases closed during quarter		
7 Transfers from protection/prevention caseload to in care status during quarter		
8 Total cases carried forward to next quarter (Item 5 less items 6 & 7)		

Total Children in care	Total	Crown Ward	Society Ward	Care by Agreement	Special Needs Agreements	Independent	Other
9 Total cases carried over from last quarter (See item 14 of report of last quarter)							
10 New cases opened during quarter							
11 Re opened cases during quarter							
12 Total cases served during quarter (Total items 9, 10 & 11)							
13 Cases closed during quarter							
14 Total cases carried forward to next quarter by status (item 12 less item 13)							

Brief Services

15 Total number of brief services _____

Foster and Adoption Homes	Foster Homes Occupied	Foster Homes Vacant	Foster Homes Total	Adoption Homes Total
16 Number carried over from last quarter (See item 20 of report of last quarter)				
17 Homes opened (approved) this quarter				
18 Homes closed this quarter - foster only				
19 Homes filled or withdrawn this quarter - adoption only				
20 Homes carried forward to next quarter (Total items 16 & 17 less items 18 & 19)				

Total number of adoption homes

Distribution

PART VI - MONITORING OF SOCIETY OPERATIONS

SECTION 1. QUARTERLY REPORT

	Foster Applications	Adoption Applications
...nd Adoption Applications		
...mber carried over from last quarter (See item 25 of report of last quarter)		
Applications received this quarter		
Number approved this quarter (To agree with item 17)		
Applications rejected or withdrawn this quarter		
25. Number carried forward to next quarter (Total items 21 & 22 less items 23 & 24)		

Quarterly Expenditures and Forecasts	First Month of quarter	Second Month of quarter	Third Month of quarter	Total
26. Residential Actuals				
Forecast				
27. Non-residential Actuals				
Forecast				

28. Re-forecast to year end (if no re-forecast leave blank)

Residential

January	February	March	April	May	June	
July	**August**	**September**	**October**	**November**	**December**	**Total**

Non-Residential

January	February	March	April	May	June	
July	**August**	**September**	**October**	**November**	**December**	**Total**

Person(s) involved in compiling report

Signature	Date	Signature	Date

Telephone #	Extension #

Local Director/or designate

Signature	Date

Distribution

PART VI - MONITORING OF SOCIETY OPERATIONS

SECTION 2. DISPOSITION OF SURPLUS/RESERVE QUARTERLY STATEMENT

DISPOSITION OF SURPLUS/RESERVE

QUARTERLY STATEMENT

HILDREN'S AID SOCIETY OF: _____ QUARTER ENDING: _____

PLANNED USES 1982	PLANNED AMOUNT FOR YEAR		YEAR-to-DATE ACTUALS	
1. Operating Expenditures				
2. Capital/Non-Recurring Expenditures				
3. Designated Funds (List each item e.g. Contingency Funds, Self-Insurance Funds, Special Purpose Funds)	Opening Amount plus Additions	Estimated Expenditures	Opening Amount plus Additions	Expenditures
4. Other Uses				

5. OUTPUT DOCUMENTS - MINISTRY

Because of the Ministry philosophy of non-interference in the administration of internal C.A.S. functions, there is very little in the way of mandatory financial reporting requirements. The mandatory financial reports include:

a) Annual Service Plan Submission
b) C.A.S. Quarterly Report
c) Disposition of Surplus/Reserve Quarterly Statement

When a potential financial problem has been identified or when the program supervisor feels closer monitoring of an individual Society is needed, the following reports may also be required:

a) Monthly Financial Statement
b) Statement of Expenditures - Unaudited

In order to collect funds from the Federal government for services provided to Indians and other agreements under the Canada Assistance Plan, the following forms must be completed annually:

a) Analysis of Accounts
b) CAP 30
c) CAP 31

From time to time, there may be other miscellaneous reports required, but at present, these are the only on-going reporting requirements.

5.1 Service Plan

The Service Plan is the agency's annual budget submission to the Ministry. It involves not only the breakdown of expenses but a statement of the type and extent of services to be offered.

A copy of the Service Plan is contained in the previous section, Budgeting Process. As mentioned in that section, the detailed instructions for completing the Service Plan can be found in the "Instructions and Work Sheet" that accompany the Service Plan or the C.A.S. Service Plan/Budget Manual. Current and previous year's expenditures which are needed to make decisions regarding the next year's services offered and the funds needed to provide those services are available from the system.

REPORTING CYCLE: Annually

REPORT DISTRIBUTION
a) one copy to the Area office.
b) one copy to the Operational Support Branch of the Ministry.
c) one copy on file at the agency.

REPORT LOGISTICS: The following sections are to be completed.

PART I

Section 1 — Introduction
An introduction including:
agency name, address, phone number, branch address, officials of the society.

Section 2 — Organizational Chart
An organizational chart showing the programs included under each of the main program categories and the number of positions (full and part-time) against each program.

Section 3 — Mandate
A narrative describing the Society's interpretation of the mandate of The Child Welfare Act in the context of community characteristics and service needs.

Section 4

Overview

Describes the objectives the agency had set for the past year, showing whether or not they were achieved and any objectives to be carried over to the next year.

Section 5

Factors Affecting Service Plan

A list of factors that may affect the upcoming year's Service Plan, such as:

a) any special reviews that occurred during the previous year

b) any factors in the community that may have changed the demand for service

c) an analysis of how these factors may affect the agency's mandate.

Section 5A

Child Population

By age group, the number of children in the catchment area served by the Agency. This data is supplied in the C.A.S. Information Package.

Section 6

Referral source

The total number of active cases at year-end by the "source of information which caused the Society's initial involvement with the child."

This information is available from the child in care records. It can be calculated by:

a) checking to see the child is still in care as of Dec. 31st.

b) totalling based on referral source code on child's record.

Section 6A

Admissions/Cases Opened

For the past three years, the number of:

a) new admissions or cases
b) re-admissions or re-opens
c) total
d) % re-admissions of admissions
e) discharges or cases closed

For both residential and non-residential, these statistics can be calculated from the case management files by checking the admit date and discharge date and the admit type code on each record. For family service, it would be case open and close dates.

The calculation for % re-admissions of admissions is:

$$\frac{\text{readmits}}{\text{admissions}} \times 100$$

Section 6B

Average length of stay

During the past three years, the average length of stay of all cases discharged within the year for the following locations:

foster home
group home
receiving home
full pay institution
part pay institutions
indirect cost
independent living

Average length of stay is calculated using the formula:

$$\frac{\text{\# of days of care}}{\text{\# of children}}$$

Section 6C

Children in Care

Over the past three years, the number of children in care by wardship status and for special services. This data is available from the child in care records, using the wardship status and admit and discharge dates.

The % change between years is calculated by:

$$\frac{(\text{year + \# children - year \# children}) \times 100}{\text{year \# children}}$$

For example, if in 1980, there were 100 children in care and in 1981 there were 80, the % change would be:

$$80 - 100 = -20/100 = -.2 \times 100 = -20\%$$

Section 6D

Days of care by location

Over the past three years, the days of care provided by location type (refer to the instruction and worksheets manual for a list of the location types required).

Days of care is calculated using the resource type code and the admit and discharge dates for each record in the child in care file.

Section 6E

Analysis
A narrative describing the meaning of the preceding data and how it relates to objectives.

Section 7

Residential services
An inventory of all residential services to be offered under:

- adoption
- foster family care
- institutional care
- group care

Section 8

Non-Residential Services
An inventory of all non-residential services to be offered by the agency under:

- family services
- community services

Section 9

Statement of Expenditures - Unaudited
The actual expenses for the past year by line item and program. This data is available from the general ledger file at year-end. How the agency account structure is organized will dictate the level of detail that can be captured from the system. For example, if the account code structure allows only "line item breakdown", only the "total all services" data will be available. If, however, the account code includes a program identifier, all the detailed breakdown will be available.

Section 9A — Schedule of Variance Projections

To calculate variance:

a) use the past year's budget
b) add any additional funding received during the past year
c) subtract the actual expenditures as per Section 9
d) identifies whether the agency will have a surplus or deficit situation by year-end.

Section 9B — Factors Affecting Year-End Position

A description of the factors by service or activity that resulted with a year-end deficit or surplus as shown on the schedule of variance.

Section 10 — Analysis and Conclusions

A narrative consolidating the information presented from the past year.

PART II — Recommendations

A narrative giving specific recommendations regarding changes to service delivery based on conclusions drawn in the previous section.

PART III

Section 1 — Objectives for Upcoming Year

A list of unfulfilled objectives from the past year and a list of new objectives for the upcoming year under the following categories:

Residential - adoption
- foster care
- institutional care
- group care

Non-Residential - family services
- community services
Administration

Section 2 — Planned Residential Programs
For each program, the cost of each service provided, giving both the past year's actual and the upcoming year's projected costs. Also, a projection of the days of care for the upcoming year and its estimated cost.

Section 3 — Planned Non-Residential Programs
For both family services and community services, the cost of the program; past year's actual and upcoming year's projections. Also by service type, the number of cases carried forward from the past year (as per the year-end quarterly report), the projected case openings and closings and the estimated cost.

Section 4 — Summary of Residential and Non-Residential
A summary of the services and costs of both residential and non-residential programs. The data is already available from the Estimate of Expenditures form and the preceding pages.

Section 5 — Planned Administrative Services
A brief description of the administrative units within the agency, the number of staff, their responsibility and reporting relationships. Also, if any changes or improvements are to be made in the next year, they should be included.

Section 6	Organization and Manpower Changes A summary of the manpower requirements for the upcoming year, giving the department name, number of staff at previous year-end and the addition or reduction of positions.
Section 7	Estimate of Expenditures Based on the past year's expenditures and the changes stated earlier in the section, a detailed estimate of expenditures is calculated (by line item and program).
Section 8	Apportionment of Costs Based on the allocation of funds being requested, a breakdown between the Province and the Municipalities is calculated. The calculations are quite complex. For more detail refer to the instructions and worksheets that accompany the Service Plan package.
Section 9	Plans for Past Year's Surplus/Deficit. A discussion of the factors that resulted in the surplus or deficit situation and the plans to deal with it. If there are any surplus funds, the expenditure of these funds must be identified by program and line item, or if the funds are to be spent on capital or non-recurring costs, that form must be completed. (Refer to the instructions and worksheets for more detail).
Section 10	Budget Estimate (Bottom Line Page) A summary of all expenditures and revenue for the upcoming year (all information available from earlier calculations in the Service Plan).

Section 11 Monthly Forecast of Expenditures
For residential or non-residential, the budget is forecasted over the twelve months of the upcoming year including what percentage of the budget each month represents.

PART IV Priority Options
A list of modifications that would be made to the agency plans during the year should their expenditures be higher or lower than estimated.

PART V Long-Range Plans
A narrative addressing an issues or conditions which will require a planning time frame of more than one year.

ELEMENT NAME	SOURCE
Agency Name	Manual File
Agency Address	Manual File
Agency Telephone Number	Manual File
Agency Address - Branch	Manual File
Agency Officials	Manual File
Agency Organization	Manual File
Agency Mandate	Manual File
Agency Objective	Manual File
Agency Factors	Manual File
Child Population	Manual File
Child Referral Source	Child File
Child Admit Date	Child File
Child Discharge Date - Actual	Child File
Child Case Type	Child File
Resource Type	Resource File
Child Wardship Status	Child File
Service Plan Case Flow Analysis	Manual File
Service Plan Residential Services Provided	Manual File
Service Plan Non-Residential Services Provided	Manual File
Financial Expenditure - Actual	General Ledger File
Financial Budget	Budget File
Financial Additional Funding	Budget File
Financial Information - Past Year	Manual File
Financial Conclusions - Past Year	Manual File
Service Plan Recommendations	Manual File
Service Plan Residential Services - Unfulfilled	Manual File
Service Plan Residential Services - New	Manual File
Service Plan Residential Programs	Calculated
Service Plan Non-Residential Programs	Calculated
Service Plan Program Summary	Manual File
Service Plan Administration	Manual File
Service Plan Manpower Changes	Manual File

Financial Expenditure - Estimated	Calculated
Financial Cost Apportionment	Calculated
Service Plan - Surplus/Deficit Plan	Manual File
Financial Budget	Calculated
Financial Expenditures Estimated - Monthly	Calculated
Service Plan - Priority	Manual File
Service Plan - Long-Range Plan	Manual File

5.2 C.A.S. Quarterly Report

The C.A.S. Quarterly Report is a combination of both statistical and financial data. The statistical section is covered under the Case Management module. This section deals strictly with the financial reporting segment of this report.

REPORTING CYCLE: Quarterly

REPORT DISTRIBUTION:

a) one copy to the data processor at Head office

b) one copy to the Area office

c) one copy retained by the agency.

REPORT LOGISTICS: Quarterly Expenditures and Forecasts
Compare both residential and non-residential actual expenditures with the monthly forecast of expenditures made in the Service Plan (part III, page 44 of the service plan). Actual expenditures are available from the accounting section after the close of each month.
If there is a significant variance between actuals and the forecast, a re-forecast to the end of the year should be completed. (If a re-forecast is not necessary leave Question 28 blank). A forecast showing a year-end expenditure of more than the budget allocation will require further investigation by the Area office.

ELEMENT NAME	SOURCE
Financial Expenditure - Actual	General Ledger File
Finarcial Budget	Budget File
Financial Expenditure - Reforecast	Calculation

Foster and Adoption Applications	Foster Applications	Adoption Applications
21. Number carried over from last quarter (See item 25 of report of last quarter)		
22. Applications received this quarter		
23. Number approved this quarter (To agree with item 17)		
24. Applications rejected or withdrawn this quarter		
25. Number carried forward to next quarter (Total items 21 & 22 less items 23 & 24)		

Quarterly Expenditures and Forecasts	First Month of quarter	Second Month of quarter	Third Month of quarter	Total
26. Residential				
Actuals				
Forecast				
27. Non-residential				
Actuals				
Forecast				

28. Re-forecast to year end (if no re-forecast leave blank)

Residential

January	February	March	April	May	June	
July	**August**	**September**	**October**	**November**	**December**	**Total**

Non-Residential

January	February	March	April	May	June	
July	**August**	**September**	**October**	**November**	**December**	**Total**

Person(s) involved in compiling report

Signature	Date	Signature	Date

Telephone #	Extension #

Local Director/or designate

Signature	Date

Distribution:
Original - Head Office
Copy 1 - Area Office
Copy 2 - Retain in C.A.S. File

5.3 Disposition of Surplus/Reserve Quarterly Statement

This form is intended to provide a statement of the actual status of surplus or reserve funds throughout the year. Only those societies with accumulated surplus funds are required to submit this report.

REPORTING CYCLE: Quarterly

REPORT DISTRIBUTION: To accompany the C.A.S. Quarterly report

REPORT LOGISTICS: For each of the four categories:

operating expenditures
capital/non-recurring expenditures
designated funds
other uses

a) Show the planned uses for the funds
b) Show the planned amount to be spent on each of the uses. For designated funds, show the initial amount planned for the year, plus any additions. Then show any planned expenditures from these funds.
c) Show the year to date actuals including all expenditures and changes up to the last day of the quarter.

ELEMENT NAME	SOURCE
Financial Surplus - Plans	General Ledger
Financial Surplus - Amount	General Ledger
Financial Surplus - Year to Date	General Ledger

SECTION 2. DISPOSITION OF SURPLUS/RESERVE QUARTERLY STATEMENT

DISPOSITION OF SURPLUS/RESERVE

QUARTERLY STATEMENT

CHILDREN'S AID SOCIETY OF: _____ QUARTER ENDING: _____

PLANNED USES 1982	PLANNED AMOUNT FOR YEAR		YEAR-to-DATE ACTUALS	
1. Operating Expenditures				
2. Capital/Non-Recurring Expenditures				
3. Designated Funds (List each item e.g. Contingency Funds, Self-Insurance Funds, Special Purpose Funds)	Opening Amount plus Additions	Estimated Expenditures	Opening Amount plus Additions	Expenditures
4. Other Uses				

5.4 On Request

5.4.1 Monthly Financial Statement

Each agency currently submits a monthly financial statement to their Board of Directors. This report is only required by the Area office when requested by the program supervisor. The monthly financial statement will be needed only when a potential problem area has been identified.

The format suggested here is only an example of an average financial statement. Whatever the agency is currently sending to their Board of Directors is acceptable for submission to the Ministry.

Irrespective of format, a basic financial report should include:

(a) actual expenditures for the month, by line item
(b) budgeted expenditures for the month, by line item
(c) variance between actual and budgeted monthly expenditures
(d) year-to-date expenditures by line item
(e) year-to-date budget by line item
(f) variance between year-to-date expenditures and year-to-date budget
(g) comments regarding the financial statement

ELEMENT NAME	SOURCE
Financial Expenditures - Actual (Monthly)	General Ledger
Financial Budget	Budget
Financial Expenditures - Actual (Year to Date)	General Ledger
Financial Budget (Year to Date)	General Ledger
Financial Statement - Comments	Manual File

MONTHLY FINANCIAL STATEMENT

FOR THE CHILDREN'S AID SOCIETY

FOR THE MONTH OF:

	MONTHLY			YEAR-TO-DATE		
EXPENDITURES	BUDGET	ACTUAL	VARIANCE	BUDGET	ACTUAL	VARIANCE
Salaries						
Benefits						
Building Occupancy						
Office Expenses						
Training						
Publicity						
Purchased Services						
Travel						
Boarding Rate Payments						
Health and Allied Services						
Food Services						
Client Personal Needs						
Emergency Assistance						
Miscellaneous						
TOTAL						

Comments

5.4.2 Statement of Expenditures - Unaudited

When an agency finds itself in financial difficulty, the area office may request the submission of the Statement of Expenditures-Unaudited. This line by line detail may be needed to determine exactly where the problem is occurring and how best it could be solved.

REPORTING CYCLE: On request, usually monthly or quarterly

REPORT DISTRIBUTION:
a) one copy to the Area office
b) one copy kept on file at the agency

REPORT LOGISTICS:
1) The Statement of Expenditures is the same as the document requested as part of the service plan. (Sample included).

2) For each line item, by program type, the actual expenditures to date are recorded. This data is available from the general ledger file by aggregating the expenditures for each account code.

ELEMENT NAME	SOURCE
Financial Expenditure Actual (by Line Item and Program)	General Ledger

Statement of Expenditures Unaudited

For 19__

	Total all Services	Residential											Non Residential		Administration
		Total	Adoption		Foster Family Care			Institutional Care			Group Care		Family Services	Community Services	
			Society Init.	Other	Reg. Care	Spec. Care	Other Care	Soc. Oper.	Direct Cost	Indirect Cost	Soc. Oper.	Purch. Of Service			
	$	$	$	$	$	$	$	$	$	$	$	$	$	$	$
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
A. Salaries															
B. Employee Benefits															
C. Building Occupancy															
D. Office Expenses															
E. Training, Education & Conference															
F. Promotion & Publicity															
G. Purchased Services (non-medical)															
H. Travel															
I. Boarding Rate Payments															
J. Health & Allied Services															
K. Food Services															
L. Clients' Personal Needs															
M. Emergency Assistance															
N. Miscellaneous Expenditure															
O. Total Expenditures															
P. Expenditure Recoveries (1)															
Q. Net Expenditures															
R. Allocation of Administration (2)															
S. Net Program Expenditures															
T. Income Allocation (3)															
U. TOTAL															

1814 (12/82)

5.5 Canada Assistance Plan Forms

Under the Canada Assistance Plan Agreement and the Agreement with respect to Welfare Services for Indians, the Federal government shares some of the costs incurred by the Children's Aid Societies. The Ministry is reimbursed for these claims when certain supplementary information is supplied by the agency.

The reports that must be submitted to support the cost-sharing claims are:

a) Analysis of Accounts
b) CAP 30
c) CAP 31

5.5.1 Analysis of Accounts

This report contains a detailed breakdown of costs related to children in care, family services, community services and administration. A determination of appropriate cost-sharing claims can then be made.

REPORTING CYCLE: Annually

REPORT DISTRIBUTION: a) 2 copies to the Area office (one one copy is retained and the other is forwarded to the Revenue Section, Accounts Branch).

REPORT LOGISTICS: 1) For the categories of NEW CAPITAL, REPLACEMENT CAPITAL AND JANITORIAL SERVICES, a breakdown of expenditures is given for:

children in care
family services
community services
administration

This data is available from the accounting system.

2) Boarding rate payments are given, by facility for INSTITUTIONAL CARE AND GROUP CARE. This data is also available from the accounting system.

3) The total operating costs, excluding salary is calculated for all Society-owned and operated facilities classified as INSTITUTIONAL CARE AND GROUP CARE.

4) The total expenditures for the following line items are given:
   - employee benefits
   - building occupancy
   - property insurance and taxes
   - purchased services (non-medical)
   - miscellaneous expenditures

Data is available from the accounts file.

5) Seven types of expenditures recoveries are required for the following service types:
   - children in care
   - family services
   - community services
   - administration

Also a detailed breakdown of "other expenditure revenues" is required. (Refer to the sample form included for the various expenditures recovery types).

6) The total amount of income is broken down by the following categories:

United Way grants
membership fees
investment income
maintenance income
family allowance
other income
government grants and subsidies

A detailed account of investment income is required and a breakdown of government grants is given showing the federal, provincial and municipal amounts.

7) A breakdown of the cost of furniture, equipment and vehicles is given by service type, separating replacement costs from new equipment costs for programs and administration.

8) A list of non-recurring costs, by service type, is given for both programs and administration.

ELEMENT NAME	SOURCE
Financial Expenditure - Actual (by Line Item and Service Type)	Accounting File
Resource Name	Resource File
Resource Address	Resource File
Child Board Rate	Child File
Child Admit Date	Child File
Child Discharge Date - Actual	Child File
Resource Number of Beds	Resource File
Resource Type	Resource File
Financial Expenditure - Actual (Total by Line Item)	Accounting File
Financial Income (by Program Type)	Accounting File
Financial Income (Total)	Accounting File
Financial Budget	Budget File

ANALYSIS OF CHILDREN'S AID SOCIETY ACCOUNTS

FOR CANADA ASSISTANCE PLAN PURPOSES

Children's Aid Society - 19____

1. NEW CAPITAL *

	TOTAL AMOUNT	CHILDREN IN CARE	FAMILY SERVICES	COMMUNITY SERVICES	ADMINISTRATION
Furnishing and Equipment	$	$	$	$	$
Vehicles					
TOTAL to agree to page 6 attached * Page 6 (e)	$	$	$	$	$

2. REPLACEMENT CAPITAL *

	TOTAL AMOUNT	CHILDREN IN CARE	FAMILY SERVICES	COMMUNITY SERVICES	ADMINISTRATION
Furnishing and Equipment	$	$	$	$	$
Vehicles					
TOTAL to agree to page 6 attached * Page 6 (e)	$	$	$	$	$

3. JANITORIAL SERVICES

	TOTAL AMOUNT	CHILDREN IN CARE	FAMILY SERVICES	COMMUNITY SERVICES	ADMINISTRATION
Janitorial Salaries *	$	$	$	$	$
Janitorial Benefits					
TOTAL	$	$	$	$	$
ACCOUNT	#	#	#	#	#

* Number of employees related to salary cost

DO NOT INCLUDE costs related to Maintenance Services or Repairs

4(A) BOARDING RATE PAYMENTS - INCLUDING PARENT OWNED FACILITIES: (SUBSIDIZED)

Name of Home(i) and Address	TOTAL AMOUNT	INSTITUTIONAL CARE			GROUP CARE		NO.OF BEDS
		Soc.Oper.	Paid	Free	Soc.Oper	Pur.Serv	
(1)							
(2)							
(3)							
(4)							
(5)							
(6)							
(7)							
(8)							
(9)							
(10)							
TOTAL * (ii)							

* To agree with Page 4 Line 'I' columns 8 to 12 inclusive.

(i) Do not record name of Association or Corporation.

(ii) Attach additional sheet if required.

(iii) Excludes all children in the Foster Care & Adoption Programs.

4. (B) OWN OPERATED FACILITIES:

Name of Home and Address

TOTAL AMOUNT	INSTIT. CARE SOCIETY OPER.	GROUP CARE SOCIETY OPER.	NUMBER OF BEDS

(1) Total of operating costs of each facility (excluding any salary costs).

(2) Excluding parent owned facilities (See 4(A)).

5. EMPLOYEE BENEFITS

'Other Benefits' * Details

	AMOUNT
(1)	$
(2)	
(3)	
(4)	
(5)	
TOTAL	$

* To agree with Account # 4190 ONLY

6. BUILDING OCCUPANCY

'Other Building Occupancy' * Details

	AMOUNT
(1)	$
(2)	
(3)	
(4)	
(5)	
TOTAL	$

* To agree with Account # 4290 ONLY

7. PROPERTY INSURANCE AND TAXES

ACCOUNT # _____ $ _____

8. PURCHASED SERVICES NON-MEDICAL

'Other Purchased Services Non-Medical' * Details

	AMOUNT
(1)	$
(2)	
(3)	
(4)	
(5)	
TOTAL	$

* To agree with Account # 4690 ONLY

9. MISCELLANEOUS EXPENDITURE

'Other Miscellaneous Expenditure' • Details

	AMOUNT
(1)	$
(2)	
(3)	
(4)	
(5)	
TOTAL	$

• To agree with Account # 5390 ONLY

10. EXPENDITURE RECOVERIES

	ACCT #	TOTAL AMOUNT	CHILDREN IN CARE	FAMILY SERVICES	COMMUNITY SERVICES	ADMINIS-TRATION
(1) Sales Tax Recovery	3010	$	$	$	$	$
(2) Maint. Rev. Wards of Other Soc.	3020					
(3) Supervision Revenue	3030					
(4) Staff Lodging Revenue	3040					
(5) Investiga-tions Revenue	3050					
(6) Specific Grants	3060					
(7) Other Exp. Revenue	3090					
TOTAL		$	$	$	$	$

'Other Exp. Rev.' Details

	TOTAL AMOUNT	CHILDREN IN CARE	FAMILY SERVICES	COMMUNITY SERVICES	ADMINIS-TRATION
(1)					
(2)					
(3)					
(4)					
(5)					
(6)					
(7)					
(8)					
TOTAL •	$	$	$	$	$

• To agree with Account # 3090 above

11. INCOME

		ACCT. #	AMOUNT
(1)	United Way Grants	3110	$
(2)	Membership Fees	3120	
(3)	Investment Income	3130	
(4)	Maintenance Income	3140	
(5)	Family Allowance (Special Allowance)	3150	
(6)	Other Income	3190	
(7)	Government Grants and Subsidies	3210	
	TOTAL		$

(3) Investment Income
Details and/or Source

	AMOUNT
1)	$
2)	
3)	
4)	
5)	
6)	
7)	
8)	
TOTAL *	$

* To agree with Account # 3130 above

(7) Government Grants & Subsidies

	AMOUNT	FEDERAL	PROVINCIAL	MUNICIPAL
1)	$	$	$	$
2)				
3)				
4)				
5)				
TOTAL *	$	$	$	$

* To agree with Account # 3210 above

NAME OF SOCIETY_____

COST OF FURNISHING, EQUIPMENT & VEHICLES
19_____ Actuals
(Items exceeding $250.00 each)

* Details to be listed show name of Home if applicable

Description of	No.of items	cost per item	Children in care *	OTHER SERVICES			Total all Services
				Family Services	Community Services	Total	
Programs (a) Replacement	(1)		(2)	(3)	(4)	(5)	(6)
(b) New							
Administration (split between col.2, 3 & 4 on the basis of Net Exp.-Line Q - page 4 or 5) (a) Replacement							
(b) New							
(c) TOTAL new to # 1 page 1							
(d) TOTAL replacement to # 2 page 1							
(e) TOTAL current year actual 19							

ACTUAL EXPENDITURE
Extra-Ordinary & Non-Recurring Costs (As approved by the Ministry)

Programs						
Administration (split between col.2, 3 & 4 on the basis of Net Exp.- Line Q - page 4 or 5)						
TOTAL Current year Actual 19_____						

5.5.2 CAP 30

This report provides information on residential facilities listed as "Homes for Special Care." In the case of Children's Aid Societies, the list must include:

Group Homes
Receiving Homes
Receiving Centres
Assessment Centres

that are Society-owned or leased and operated by Society staff or are privately owned or operated but accommodate more than 10 children.

Institutions listed under the Children's Residential Services Act are listed directly by the Ministry, so agencies do not have to submit a data sheet for those.

REPORTING CYCLE: Annually

REPORT DISTRIBUTION:

a) one copy kept on file at the agency

b) 3 copies sent to the Area office (1 copy is retained and 2 copies are forwarded to the Senior Advisor, Federal/Provincial Cost Sharing).

REPORT LOGISTICS: One form is completed for each residential facility being reported. Complete only those sections that apply to children's programs.

1a) Province Name
Enter Ontario for the Province.

b) Opening Date
Give the date that the facility was first able to care for children.

2a) Name and Address
Give the name and address of the institutions.

b) Leave blank.

3) Owner Name and Address
Give the name and address of the owner of the residential facility, if different from the name and address stated in 2a.

4) Ownership Type
Indicate the type of ownership according to the three categories given.

5) Institute Type
Indicate the type of institution. For C.A.S.'s, the choice is always PART IV - child care institutions.

6) Facility Type
Indicate the type of facility according to one of the four categories given.

7) Type of Children Served
Indicate the type of children (section b) that are provided for in this institution.

8) Services Provided
Under Section b, list the types of services that are provided.

9) Number of Beds
Indicate the total number of beds and the per diem rate for those beds.

10) Leave blank.

11) Number of Staff
Indicate the number of staff who provide care to the residents for each of the categories given.

12) Objectives
Describe the objectives of the institution in regard to the type of services provided.

13) Non-residential Services
If the facility provides services to non-residents, describe the type and extent of those services.

14) Hospital Property
If the facility is located on property occupied by a hospital, explain the program offered and the administrative differences.

15a) Monetary Process
Give the provincial act under which the facility operates.

b) Give the name of the provincial department or agency responsible for monitoring the facility.

c) Give the provincial statute under which the facility is licensed.

d) Give the name of the provincial authority or agency responsible for placing clients in the facility.

16a) Assistance Process
Give the name of the agency that determines eligibility for assistance of residents "in need".

b) Give the provincial act under which assistance is paid.

17) Report Completion
Give the name and title of the person completing the report and the date it was completed.

18) Report Approval
Give the name and title of the person approving the report and the date it was completed.

ELEMENT NAME	SOURCE
Resource Approval Date	Resource File
Resource Name	Resource Fie
Resource Address	Resource File
Resource Owner Name	Resource File
Resource Owner Address	Resource File
Resource Ownership Type	Resource File
Resource Type	Resource File
Resource Services Provided	Resource File
Resource Number of Beds	Resource File
Finarcial Expenditure - Boarding Rate	Accounts File
Caseworker Classification	Employee File
Resource Purpose	Manual File
Resource Programs - Non-Residential	Manual File
Act Name	Manual File
Ministry Name	Manual File
Agency Name	Manual File

Health and Welfare Canada
Canada Assistance Plan

Santé et Bien-être social Canada
Régime d'assistance publique du Canada

FOR CAP USE ONLY
CAP FILE NUMBER

DATA ON RESIDENTIAL WELFARE INSTITUTION FOR LISTING UNDER THE CANADA ASSISTANCE PLAN AND DETERMINING CLASSIFICATION UNDER EPF

PART A — HISTORY

HAS THIS INSTITUTION BEEN PREVIOUSLY LISTED?

☐ YES ☐ NO

IF YES, GIVE CAP FILE NUMBER

PART B — INSTITUTIONAL DATA

1 a) PROVINCE

b) EFFECTIVE DATE OF LISTING UNDER CAP

2 a) NAME AND ADDRESS OF INSTITUTION

b) PROVINCIAL FILE NUMBER

3 NAME AND ADDRESS OF OWNER

4 TYPE OF OWNERSHIP

☐ PROVINCIAL / MUNICIPAL ☐ VOLUNTARY / CHARITABLE ☐ PROPRIETARY (*Privately owned*)

5 TYPE OF INSTITUTION (*Under Schedule "A"*)

☐ PART I — HOME FOR THE AGED
☐ PART II — NURSING HOME
☐ PART III — HOSTEL FOR TRANSIENTS
☐ PART IV — CHILD CARE INSTITUTION
☐ PART V — HOME FOR UNMARRIED MOTHERS
☐ PART VI — HOME OF OTHER KIND (*Specify*) _____

6 TYPE OF FACILITY (*Classification under EPF*)

☐ NURSING HOME INTERMEDIATE CARE SERVICE — (TYPE 2)
☐ ADULT RESIDENTIAL CARE SERVICE — (TYPE 1)
☐ SUPPORTIVE LIVING ENVIRONMENT — (SLE)
☐ ROOM AND BOARD AND DOMESTIC SERVICES — (TYPE 0)
(To be completed only by provinces who wish to continue listing Type "0" facilities in Schedule "A")

7 MAJOR CATEGORIES OF RESIDENTS IN CARE

a) ADULTS

☐ AGED
☐ INFIRM (*Medically Frail*)
☐ PHYSICALLY HANDICAPPED
☐ MENTALLY RETARDED
☐ POST MENTALLY ILL
☐ NARCOTIC ADDICTED OR ALCOHOLIC
☐ TRANSIENT
☐ UNMARRIED MOTHERS
☐ OTHER (*Specify*) _____

b) CHILDREN

☐ EMOTIONALLY DISTURBED
☐ MENTALLY RETARDED
☐ PHYSICALLY HANDICAPPED
☐ IN NEED OF PROTECTION
☐ YOUNG OFFENDERS
☐ OTHER (*Specify*) _____

8 AVAILABILITY OF LEVEL(S) OF CARE AND TYPE(S) OF SOCIAL SERVICE(S)

a) ADULTS

(i) LEVEL(S) OF CARE	ROUND THE CLOCK	PART-TIME	ON-CALL BASIS
NURSING CARE	☐	☐	☐
PERSONAL CARE	☐	☐	☐
SUPERVISORY CARE	☐	☐	☐
DOMICILIARY CARE WITH SUPERVISION	☐	☐	☐
OTHER (*Specify*)	☐	☐	☐ _____

(ii) TYPE(S) OF SOCIAL SERVICE(S)

☐ REHABILITATION
☐ SOCIAL INTEGRATION
☐ CRISIS INTERVENTION
☐ OTHER (*Specify*) _____

b) CHILDREN

TYPE(S) OF SERVICE(S)

9 BED CAPACITY AND COST

ADULTS		CHILDREN	
TOTAL NUMBER OF BEDS	PER DIEM / MONTHLY RATE	TOTAL NUMBER OF BEDS	PER DIEM / MONTHLY RATE
	$		$

10 LENGTH OF STAY OF ADULT RESIDENTS

☐ INDETERMINATE ☐ PREDETERMINED (*Specify period*) _____

11 MAJOR CATEGORIES OF CARE / PROGRAM STAFF FOR RESIDENTS

NUMBER OF MEDICAL PRACTIONERS ☐ NUMBER OF NUTRITIONIST / DIETITIAN ☐

NUMBER OF SOCIAL WORKERS / COUNSELLORS ☐ NUMBER OF NURSES / AIDES ☐

NUMBER OF CO-ORDINATORS / HOUSE PARENTS ☐ NUMBER OF SPEECH / PHYSIO / OCCUPATIONAL THERAPIST ☐

NUMBER OF OTHERS (*Specify*) _____ ☐

12 DESCRIBE THE PROGRAM AND PURPOSE OF THE INSTITUTION AND THE SOCIAL SERVICES WHICH ARE AN INTEGRAL PART OF THE INSTITUTION'S PROGRAM PACKAGE (For a multi-purpose institution provide information on all related components) (*If necessary, add separate sheet*)

13 DO THE PROGRAMS OPERATED BY THE INSTITUTION INCLUDE NON-RESIDENTS?

☐ YES ☐ NO IF YES, DESCRIBE (*If necessary, add separate sheet*)

14 IS THE INSTITUTION, IN WHOLE OR IN PART, LOCATED ON PROPERTY ALSO OCCUPIED BY A HOSPITAL?

☐ YES ☐ NO IF YES, EXPLAIN THE PROGRAM AND ADMINISTRATIVE DISTINCTION (*If necessary, add separate sheet*)

15 a) UNDER WHICH PROVINCIAL STATUTE OR AUTHORITY IS THE INSTITUTION OPERATED?

b) INDICATE PROVINCIAL DEPARTMENT OR AGENCY RESPONSIBLE FOR THE PROGRAM STANDARDS AND MONITORING THE OPERATION OF THE INSTITUTION

c) UNDER WHICH PROVINCIAL STATUTE OR AUTHORITY IS THE INSTITUTION LICENSED?

d) INDICATE PROVINCIAL AUTHORITY OR AGENCY RESPONSIBLE FOR ADMISSION, DISCHARGE AND CONTINUING CARE IN THE INSTITUTION

PART C — INFORMATION TO DETERMINE ELIGIBILITY OF RESIDENTS FOR FINANCIAL ASSISTANCE

16 a) INDICATE THE "PROVINCIALLY APPROVED AGENCY" RESPONSIBLE FOR ADMINISTERING THE "NEEDS TEST" AND DETERMINING ELIGIBILITY FOR ASSISTANCE OF RESIDENTS WHO ARE "PERSON(S) IN NEED"

b) INDICATE THE "PROVINCIAL LAW" UNDER WHICH ASSISTANCE IS PAID TO OR ON BEHALF OF PERSON(S) IN NEED IN THIS INSTITUTION

PART D — CAP 30 COMPLETING AND APPROVING AUTHORITIES

17	COMPLETED BY	TITLE	DATE
18	APPROVED BY	TITLE	DATE

Province to mail one copy to:

Director General
Canada Assistance Plan
Department of National Health and Welfare
Ottawa, Ontario, K1A 1B5

and one copy to

The Field Representative
in the Province

5.5.3 CAP 31

This form is completed when changes occur to the information supplied on the CAP 30 report. The CAP 31 form is submitted when

(a) there are any changes in the use of the home
(b) the home is expanded
(c) the home is closed
(d) the home changes ownership.

REPORTING CYCLE: As required

REPORT DISTRIBUTION:
a) 1 copy kept on file at the agency
b) 3 copies sent to the Area office (1 copy is retained by the Area office, the other 2 are forwarded to the Senior Advisor, Federal, Provincial Cost Sharing).

REPORT LOGISTICS:
1) Complete PART A, using the information presently available from the Schedule "A" listing.

2) In PART B, indicate the nature of the change according to one of the six classifications.

3) In PART C, show what the data is being changed "from" and "to" and the reason for the change.

4) PART D contains the signature and title of the person making the change and the person authorizing the change.

Health and Welfare Canada
Canada Assistance Plan

Santé et Bien-être social Canada
Régime d'assistance publique du Canada

REQUEST FOR CHANGE(S) IN INFORMATION RELATED TO A HOME FOR SPECIAL CARE UNDER CANADA ASSISTANCE PLAN

PROVINCE

PART A — DATA ACCORDING TO SCHEDULE "A" LISTING AND PRESENT EPF CLASSIFICATION

1 NAME AND ADDRESS OF INSTITUTION (*as listed under Schedule "A"*)

2 CANADA ASSISTANCE PLAN FILE NO ▶

3 PROVINCIAL FILE NUMBER ▶

4 PRESENTLY LISTED IN SCHEDULE "A" UNDER PART _____ EFFECTIVE _____

5 PRESENT EPF CLASSIFICATION ▶ ☐ TYPE 2 ☐ TYPE 1 ☐ SUPPORTIVE LIVING ENVIRONMENT (S L E) ☐ TYPE "O"

IN A CHILD CARE INSTITUTION WHERE THERE ARE CHILDREN AND ADULTS, INDICATE EPF CLASSIFICATION FOR ADULTS _____

PART B — NATURE OF CHANGE(S) REQUESTED

1 ☐ NAME AND OR ADDRESS OF INSTITUTION

2 ☐ NAME AND OR ADDRESS OF OWNER

3 ☐ BED CAPACITY

4 ☐ PER DIEM/MONTHLY RATE

5 ☐ DELETION

6 ☐ OTHER (*Specify*) _____

NOTE: Where the nature of change pertains to the PART in Schedule "A" under which the institution is presently listed and or the institution's EPF Classification PLEASE SUBMIT A DULY COMPLETED FORM — CAP 30

PART C — DETAILS OF THE NATURE OF CHANGE(S) IDENTIFIED IN PART B ABOVE

FROM ▶

TO ▶

REASON FOR CHANGE(S)

EFFECTIVE DATE OF CHANGE(S) ▶

PART D — CAP 31 COMPLETING AND APPROVING AUTHORITIES

	TITLE	DATE
1 COMPLETED BY		
2 APPROVED BY		

Province to mail one copy to:
Director General,
Canada Assistance Plan,
Health and Welfare Canada,
Ottawa, Ontario.
K1A 1B5

and

One copy to:
The Field Representative
in the Province

CAP 31 NHW 732 (10-81)

5.6 Financial Information System (F.I.S.)

The Ministry F.I.S. system is currently in the needs analysis and system definition phase. There are no detailed requirements at this time, but some general data needs are discussed here.

In the section "Agency Reporting Application Area", the major outputs and classes of input are specified. They include:

- units of service
- unit costs
- utilization
- admissions and discharges
- actual expenditures
- budget
- expenditure variance
- annual forecast

The units of service to be used have not been defined. The best method for measuring services, whether it be days of care, employee time units by the function performed or some other type of measurable unit, will be defined at a later stage of the system. The associated unit costs will depend on the service unit used.

The utilization rate refers to both employee time usage and residential facility usage. Both rates can be computed using information from the Time Reporting module and Resource section respectively.

The number of admissions and discharges are available from the Case Management module. The remaining elements belong to the Financial module. The detail required is not yet specified but the C.A.S. system will provide data by line item and program, for both budget and expenditures.

At this time, there are no extra data elements needed to satisfy the Financial Information System.

6. OUTPUT DOCUMENTS - INTERNAL

The Financial module of the C.A.S. system will provide support and backup information for the service functions performed by the Children's Aid Society. Several types of reports can be produced to aid caseworkers and agency management to execute their duties, such as:

a) cost of specific services supplied
(i.e., foster home payments, medical services, personal needs of clients)

b) cost of programs offered
(i.e., adoption, institutional care)

c) year-to-date costs versus funds allocated per year for each program and service supplied

d) statistical data involving number of cases compared to cost to date.

Any number and combination of reports can be designed to suit the specifications of the agency in question.

The reports that are discussed in this section deal with mandatory functions that must be performed by all agencies. They include:

a) payroll

b) foster home payments

c) inter-society chargebacks

These functions can be performed either manually or by a computerized method or some combination of the two. How these functions will be performed depends on the individual agency.

6.1 Payroll

Each Society must maintain some type of payroll system, whether it be manual, computerized or run by an outside agency (such as a bank).

The basic data required includes:

a) caseworker salary (weekly, monthly, etc)
b) number of hours worked (regular and overtime)
c) standard deductions (taxes, UIC, CCP)
d) other deductions (insurance, union dues, OHIP)

Whether to computerize the payroll function will depend on a number of factors such as current arrangements, size and complexity of staff, type of computer equipment purchased, etc. How to handle the payroll function is one question that must be answered by the internal study done by each Society determining their volume of transactions and individual needs.

6.2 Foster Home Payments

With the information already available from the Case Management module of the system, foster home payments can be simplified.

The payment rates are located in the child record for board, clothing, spending, special and other.

REPORTING CYCLE: Monthly

REPORT LOGISTICS: For each foster home, the children currently in care or children who have been in care during the past month are determined. The days of care for each child are calculated:

a) If the child was in care during the first part of the month, but discharged before the end of the month, days of care are computed from the first day of the month to the discharge date.

b) If the child came into care during the month and was still in care at the end of the month, the days of care are computed from admit date to the last day of the month.

c) If a child was in care before the current payment month and is still in care at the end of the month, the days of care are the total number of days in the month.

d) If a child came into care during the month and was discharged before the end of the month, the days of care are computed by subtracting the admit date from the discharge date.

e) For each child, the days of care are multiplied by the corresponding board rates and any other special rates that are payable from the accounts payable file.

f) For each foster home, the costs for each child are totalled to give the total amount payable to that foster home.

g) A corresponding cheque register would also be produced showing the foster home name, total payment and the amount attributable to each child.

h) If the volume does not warrant actual cheque production, a listing of payment amounts can be printed by the system and the cheques can be produced manually.

ELEMENT NAME	SOURCE
Child Admit Date	Child File
Child Discharge Date	Child File
Child Board Rate	Child File
Resource Name	Resource File
Resource Number	Resource File
Financial Account Payable	General Ledger

6.3 Inter-Society Chargebacks

At the beginning of the year, each society must calculate their chargeback rates for services supplied to other agencies within the province.

There are five child welfare services that are subject to chargebacks:
- children in foster homes
- children in society-operated group homes
- children in adoption homes
- children in private group homes, institutions, free homes or homes of the parent
- emergency services for a runaway child

REPORTING CYCLE: Annual

REPORT DISTRIBUTION: A copy is sent to the Ministry for their records.

REPORT LOGISTICS:

1) Chargebacks can be calculated from the data available in the Service Plan, on the form entitled "Statement of Expenditures - Unaudited".

2) The following services are totalled for the program type in question to be used in the calculation for chargebacks:
   - purchased services (non-medical)
   - travel
   - boarding rate payments
   - health and allied services
   - food services
   - client's needs.

3) The total number of days of care is also required by program type (available in Part I, Section 6 of the Service Plan).

4) To calculate chargebacks for foster care, regular and special:

$$\frac{\text{cost of foster care services (as per step 2)}}{\text{days of foster care (as per step 3)}} + \$7.00 \text{ daily administration charge}$$

5) To calculate chargebacks for society-operated group homes:

$$\frac{\text{cost of group home services (as per step 2)}}{\text{days of care in group home (as per step 3)}} + \$7.00 \text{ daily administration charge}$$

6) To calculate chargebacks for children in adoption homes:

the $7.00 daily administration fee is charged.

7) To calculate chargeback for children in private group homes, institutions, etc:

$7.00 daily administration fee + cost charge by the facility

8) To calculate chargeback for a runaway child, the $7.00 daily administration fee plus any per diem or third party charges for accommodation, transportation, etc.

7. LEGISLATIVE REQUIREMENTS AND POLICY

7.1 Legislation

CHILD WELFARE ACT 1980

Ontario Regulations 388/79

S8(i) The estimate of net expenditures of a Society must be filed with the Director no later than February of the new budget year on a form provided by the Director.

S10(3) During the year following the end of a given fiscal year, a Society may file with the Director and each Municipality for:

a) an amendment to the approved estimate

b) a supplementary estimate

of net expenditures for the year.

S22(a) Before the first day of March each year, a financial statement for the previous year audited by a public accountant must be submitted.

S22(b) From time to time, as the Director may require any other information in addition to that required under clause (a) relating to the operation of the Society.

THE CHILDREN'S RESIDENTIAL SERVICES ACT, 1980

Ontario Regulation 382/79

S6(2) Every operator shall keep separate books of account for each resisdence maintained by the operator.

S6(3) The books of account must contain the revenue and expenditures of the residence.

7.2 Policy

1. Payments from Parents

The C.A.S. must report revenue received from parents on a quarterly basis. The names of the children and amount collected for the quarter must be included. Also the names of children where an order or agreement exists but no funds have been collected are included.

2. Out of Province Children

Before a C.A.S. in Ontario can admit a child from another province or territory, the Local Director must request approval from the Director of Child Welfare. A copy of the form "Application for Approval of Transfer of a Ward from Another Province", number 20-00-075 must be submitted to the Ministry for approval.

3. Children Moved Outside the Province

The C.A.S. will incur the cost for children who move outside Ontario, where the child leaves other than with the foster parents.
Costs for children who move with their foster parents will be borne 100% by the province or territory to which they have moved. If special cost of care occurs for a child in a foster home program, the other province is to charge the Ontario agency.
The costs for children who run away to another province will be borne by the Ontario C.A.S.

4. Surplus Funds

The Service Plan approach to funding allows for the retention of surplus funds by the agency. Any surplus generated must be spent in accordance with plans incorporated into the agency's approved Service Plan.

5. Family Allowance

The family allowance is paid to a residential facility when the child is placed in that facility. Application to receive the family allowance should be made immediately by the facility regardless of:

the possibility of a short term stay
the return home of the child on weekends
any charges levied by the facility.

6. Extended Care and Maintenance for Former Crown Wards over 18

A Local Director may authorize expenditures for former Crown wards who require extended care when reaching age 18 and who are:

enrolled as a full-time student
mentally or physically handicapped.

When the total cost of care exceeds $238.00 per month, an application for "Continued Care and Maintenance of a Former Crown Ward," Form Number 20-00-099, must be submitted to the Director of Child Welfare for approval.

8. RETENTION PERIODS

In general, all financially related data must be kept for a period of one year to facilitate the preparation of the annual Service Plan.

Detailed accounts payable records need only be retained monthly since they are aggregated into the larger general ledger file.

Financial records that relate directly to a child's file (foster home payments, extended maintenance, etc.) should be kept in accordance with the record retention cycle of case records. Refer to the section on "retention" in the Case Management module for more detail.

Financial and statistical data should be kept at the agency, although not necessarily on computer, for a period of at least ten years to provide information for long-range planning and trend identification.

5. APPENDIX

5. APPENDIX

5.1 References

1. C.A.S. Minimum Data Specifications-Consultation Paper, produced by J.B. Langstaff & Associates, for the O.A.C.A.S./Ministry Management Information Committee, September, 1981.

2. C.A.S. Service Plan/Budget manual, Ministry of Community and Social Services, March, 1982.

3. C.A.S. Service Plan, Instructions and Worksheets, Ministry of Community and Social Services, 1983.

4. Common Data Element Project, produced by J.B. Langstaff & Associates, for the Ministry of Community and Social Services - Children's Services Division.
   Requirements Analysis - June 1980
   Review Project - May 1981

5. Consultation Paper on Case Information Disclosure, Ministry of Community and Social Services - Children's Services Division, October, 1979.

6. Impending Legislation
   a) The Children's Act - A Consultation Paper, October, 1982.
   b) Secure Services Act,
      Memo from V. Bales, Secure Services Co-ordinator
      November 10, 1982
   c) Young Offenders Act,
      Federal Government - Parliamentary Bill C61, July 1982.

7. Information Systems Needs for C.A.S. Agencies, produced by Boston, Gilbert, Henry Associates Ltd., for the O.A.C.A.S./Ministry Management Information Committee, September 25, 1980.

8. Staff Salary, Time and Expenditure Analysis Project Report, Ministry of Community and Social Services, February, 1982.

9. The Children's Residential Services Act, 1980, Government of Ontario, February, 1982 edition.

10. The Child Welfare Act, 1980, Government of Ontario, February, 1982 edition.

POOR

QUALITY

ORIGINAL